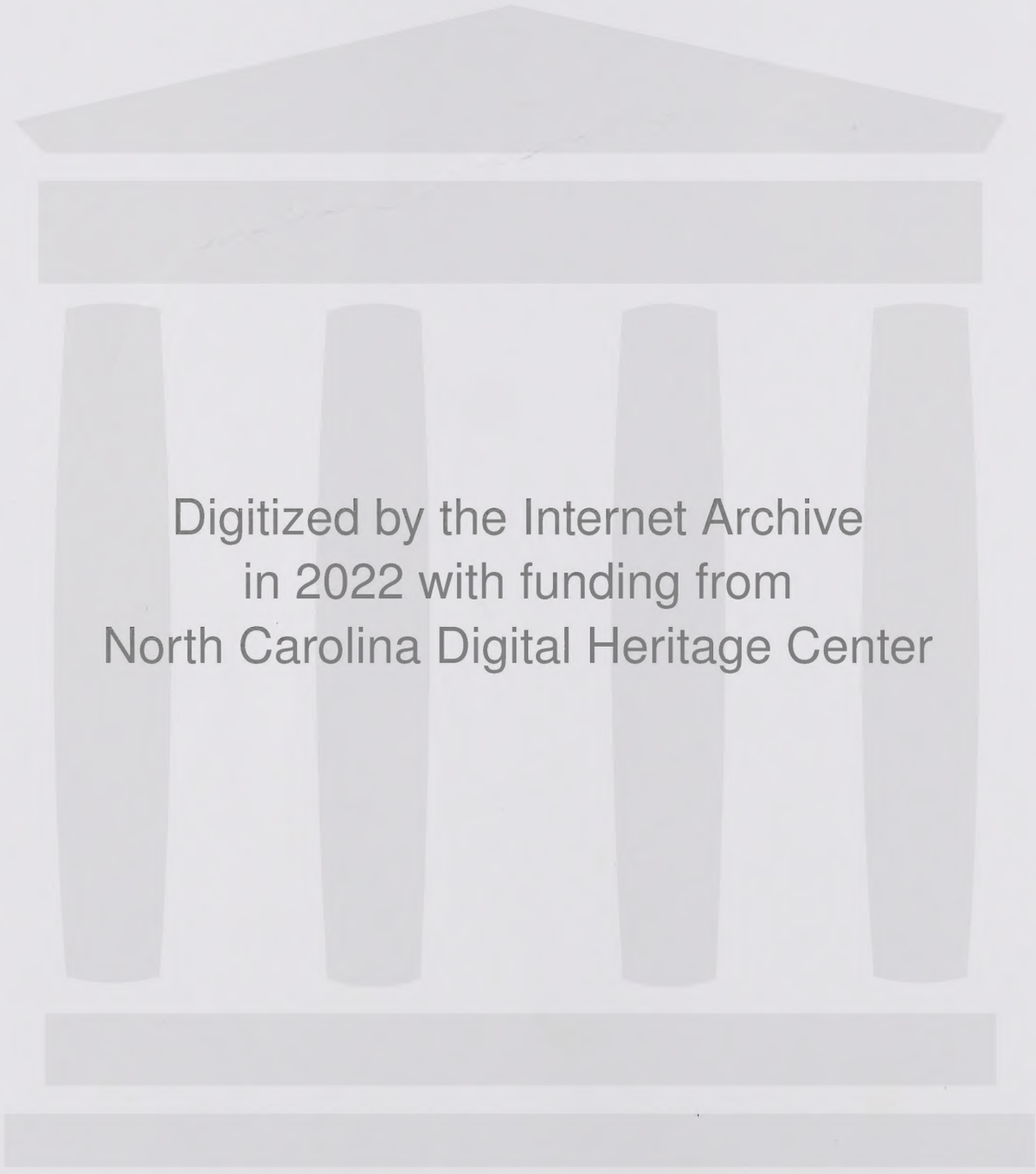
Montgomery Community College

2015 – 2017 Catalog



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Montgomery Community College
2015-2017 Catalog

Montgomery Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Montgomery Community College.

The Commission may be contacted for the following reasons: 1) to learn about the accreditation status of Montgomery Community College, 2) to file a third party comment at the time of the Montgomery Community College decennial review, 3) to file a complaint against Montgomery Community College for significant non-compliance with a standard or requirement.

Normal inquiries about Montgomery Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Montgomery Community College and not to the Commission on Colleges.

2015-2017 GENERAL CATALOG

Montgomery Community College issues this catalog to furnish information about the institution and its programs. The College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. Montgomery Community College reserves the right to make such decisions as warranted. Therefore, the provisions set forth in this publication are not to be regarded as an irrevocable contract between the student and the College. The College also reserves the right at any time to request that a student withdraw when such action is considered to be in the best interest of the student or the institution.

VISITORS

Visitors to the College are welcome during normal operating hours to attend outside events hosted by the College and to visit the College Library. During normal operating hours, visitors should register at the Information Desk upon arrival on campus. Loitering is strictly prohibited and any individual who does not have a legitimate reason for being on the campus will be excused from campus.

Montgomery Community College
1011 Page Street
Troy, North Carolina 27371
Telephone: 910-576-6222
Web Site: www.montgomery.edu
Fax: 910-576-2176

Montgomery Community College is an equal opportunity institution.

A Message from the President

Welcome and thank you for your interest in Montgomery Community College.

At Montgomery Community College we are dedicated to supporting students in their pursuit of education. We provide courses and training in a wide variety of topics focused on preparing students for college level work, community interest, transition to four-year colleges and universities, and in workforce training and re-training.

Our commitment to providing quality education is evident in every facet of the college. Montgomery Community College has highly qualified faculty and staff who care about students and are committed to academic success while providing a challenging education in a supportive environment.

Whether your goal is to certify in a technical field, to prepare for further academic studies, to obtain a degree to assist in career development, or to take personal interest courses, Montgomery Community College has opportunities for you to challenge yourself and learn new skills.

Montgomery Community College is the leading source for higher education in Montgomery County. We are a partner in the community and are committed to the betterment of our local citizens as well as those who choose to come to us for education from other areas in the state and nation.

Again, thank you for your interest in Montgomery Community College. Advancing your education is the single and best option to improve your life and provide for your family. We at MCC are proud to support your efforts and look forward to assisting in your educational journey.

Sincerely,

Chad Bledsoe, Ph.D.
President

2015-2016 Academic Calendar	2016-2017 Academic Calendar
Fall Semester 2015	**Fall Semester 2016**
July 7 – 17 ..... Open registration	July 11 – 22 ..... Open registration
Aug 12 ..... Late registration	Aug 10 ..... Late registration
Aug 17 ..... Classes begin	Aug 15 ..... Classes begin
Aug 26 ..... Last day for partial tuition refund	Aug 24 ..... Last day for partial tuition refund
Sept 7 ..... Labor Day holiday	Sept 5 ..... Labor Day holiday
Oct 12 - 13 ..... Fall break	Oct 10 - 11 ..... Fall break
Oct 14 ..... Mid-term	Oct 12 ..... Mid-term
Oct 15 ..... 2nd 8-weeks session begins	Oct 13 ..... 2nd 8-weeks session begins
Oct 26 – Nov 6 ..... Spring advising/current students	Oct 24 – Nov 4 ..... Spring advising/current students
Oct 26 ..... WebAdvisor opens/current students	Oct 24 ..... WebAdvisor opens/current students
Nov 1 ..... Financial Aid priority deadline	Nov 1 ..... Financial Aid priority deadline
Nov 9 – 20 ..... Spring registration by appointment	Nov 7 – 18 ..... Spring registration by appointment
Nov 9 ..... WebAdvisor opens for all students	Nov 7 ..... WebAdvisor opens/all students
Nov 11 ..... Last day to drop w/W	Nov 9 ..... Last day to drop w/W
Nov 24 - 29 ..... Thanksgiving holiday break	Nov 22 - 27 ..... Thanksgiving holiday break
Dec 15 ..... Term ends	Dec 13 ..... Term ends
Spring Semester 2016	**Spring Semester 2017**
Jan 6 ..... Late registration	Jan 3 ..... Late registration
Jan 11 ..... Classes begin	Jan 6 ..... Classes begin
Jan 18 ..... Martin Luther King holiday	Jan 16 ..... Martin Luther King holiday
Jan 21 ..... Last day for partial tuition refund	Jan 18 ..... Last day for partial tuition refund
March 7 ..... Mid-term	Feb 27 – March 4 ..... Spring break
March 8 ..... 2nd 8-weeks session begins	March 10 ..... Mid-term
March 14 – 25 ..... Summer advising/current students	March 13 ..... 2nd 8 weeks session begins
March 14 ..... WebAdvisor opens/current students	March 13 – 24 ..... Summer advising/current students
March 26 – April 1 ..... Easter holiday & Spring break	March 13 ..... WebAdvisor opens/current students
April 1 ..... Financial Aid priority deadline	April 1 ..... Financial Aid priority deadline
April 4 – 15 ..... Summer registration by appointment	April 3 – 14 ..... Summer registration by appointment
April 4 ..... WebAdvisor opens for all students	April 3 ..... WebAdvisor opens/all students
April 11 ..... Last day to drop w/W	April 7 ..... Last day to drop w/W
May 9 ..... Term ends	April 15 – 17 ..... Easter holiday
May 11 ..... Graduation	May 8 ..... Term ends
	May 10 ..... Graduation
Summer Session 2016	**Summer Session 2017**
May 18 ..... Late registration	May 17 ..... Late registration
May 23 ..... Classes begin	May 22 ..... Classes begin
May 26 ..... Last day for partial tuition refund	May 25 ..... Last day for partial tuition refund
May 30 ..... Memorial Day holiday	May 29 ..... Memorial Day holiday
June 20 ..... Mid-term	June 19 ..... Mid-term
June 20 – July 1 ..... Fall advising/current students	June 19 – 30 ..... Fall advising/current students
July 1 ..... WebAdvisor opens/current students	July 1 ..... WebAdvisor opens/current students
July 1 ..... Financial Aid priority deadline	July 1 ..... Financial Aid priority deadline
July 4 – 10 ..... Independence Day holiday break	July 3 – 9 ..... Independence Day holiday break
July 11 ..... Last day to drop w/W	July 10 – 21 ..... Fall registration by appointment
July 11– 22 ..... Fall registration by appointment	July 10 ..... Last day to drop w/W
July 11 ..... WebAdvisor opens/all students	July 10 ..... WebAdvisor opens/all students
July 25 ..... Term ends	July 24 ..... Term ends

The College

HISTORY OF MONTGOMERY COMMUNITY COLLEGE

The State Board of Education issued a charter to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. Extension classes were conducted in 1967-68, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969. Adult Basic Education and adult high school diploma programs began in October 1968.

In June 1968, a building on Page Street in Troy was occupied as a temporary location of Montgomery Technical Institute. On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, four additional trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the college was given to the Board of Trustees, including the president of the Student Government Association who serves as an ex-officio member of the Board.

In October 1975, the citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet of space on a 149 acre tract of land. The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Southern Association of Colleges and Schools affirmed its accreditation.

The Commission of Colleges of the Southern Association of Colleges and Schools reaffirmed the Institute's accreditation on December 19, 1983. Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. On December 19, 1993, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed Montgomery Community College's accreditation to offer associate degrees, diplomas, and certificates.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, $2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

In 2004, Building 500 on the MCC campus underwent a 3,000 square feet renovation which now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs. In 2009, new construction of a building for the Forest Management Technologies program added approximately 6,400 square feet to the campus. Classrooms and labs in Building 100 formerly used for the Forestry program were renovated to provide operatories and learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

The College

ACCREDITATION

Montgomery Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Montgomery Community College. The Practical Nursing diploma program is approved by the North Carolina Board of Nursing. Graduates of the Basic Law Enforcement Training certificate program are qualified to take a certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education Training Standards Commission. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assisting Education Review Board (MAERB).(1361 Park Street, Clearwater, FL 33756, 727-210-2350). The Dental Assisting program is accredited by the American Dental Association Commission on Dental Accreditation (211 East Chicago Avenue, Chicago Illinois 60611.) Graduates are qualified to take the Dental Assisting National Board Exam. The Human Services Technology program is accredited by the Council for Standards in Human Services Education (CSHSE), 3337 Duke Street, Alexandria, VA 22314, 571-257-3959.

NON-DISCRIMINATION STATEMENT

MCC has filed an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964. Under the Assurance, MCC is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

VISION, MISSION AND GOALS

VISION

Montgomery Community College will be a place of discovery, critical thinking, and educational excellence; a centerpiece for life-long learning for our students, faculty, staff and community.

MISSION STATEMENT

Montgomery Community College provides quality educational opportunities.

COLLEGE GOALS

In accomplishing our mission, we commit our resources to serving our community in the successful achievement of its educational goals through the implementation of these strategic college goals:

- **Goal 1:** Develop and implement **instructional programs and student support services,** in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the College's service area and with state, regional, and national standards.
- **Goal 2:** Provide **facilities, technologies,** and information services that enhance student learning.
- **Goal 3:** Support businesses, industries, and **community initiatives** through educational services that facilitate economic growth and workforce training.
- **Goal 4:** Create a culture for employing and retaining **quality faculty and staff** to support student success.
- **Goal 5:** Develop, and manage human, financial, and infrastructure resources essential to **fiscal stability** and meeting student and community needs.
- **Goal 6:** Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and **institutional effectiveness.**

The College

North Carolina Community College System Performance Measures

The North Carolina Community College System designates eight performance measures as core indicators of student success. Both internal and external measures are taken throughout the year, according to the NCCCS Annual Reporting Plan, and submitted to the NCCCS who publishes in June, results for each community college in the *Performance Measures* document. Any standard not met requires an action plan for improving performance that must be submitted to the State Board of Community Colleges. The Planning Council and the President's Cabinet evaluate the results and work with appropriate divisions/departments to enhance performance as needed.

Montgomery Community College Performance Measures for 2015

(July 2015)

A. **Progress of basic skills students:**
- System Excellence Level: 51.2% of students will progress as defined by an educational functioning level.
- System Baseline: 20.6%
- MCC Outcome: 50.0%

B. **GED pass rate:**
- System Excellence Level: 82% of students taking at least one GED test during a program year who receive a GED diploma during the program year.
- System Baseline: 49.3%
- MCC Outcome: 94.1%

C. **Developmental student success rate in college-level English courses:**
- System Excellence Level: 74.9% of previous developmental English students who successfully complete a credit English course with a "C" or better on their first attempt.
- System Baseline: 45.2%
- MCC Outcome: 72.9%

D. **Developmental student success rate in college-level math courses:**
- System Excellence Level: 75.4% 75.4% of previous developmental math students who successfully complete a credit math course with a "C" or better on their first attempt.
- System Baseline: 47.5%
- MCC Outcome: 36.1%

E. **First year progression:**
- System Excellence Level: 74.6% 74.6% of first-time fall credential-seeking students attempting at least 12 hours within their first academic year who successfully complete ("P", "C" or better) at least 12 of those hours.
- System Baseline: 53.2%
- MCC Outcome: 70.3%

F. **Curriculum completion:**
- System Excellence Level: 45.6% 45.6% of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years.
- System Baseline: 28.6%
- MCC Outcome: 52.1%

G. **Licensure and certification:**
- System Excellence Level: 91.7% aggregate passing rate of first time test-takers on licensure and certification exams.
- System Baseline: 71.0%
- MCC Outcome: 100%

H. **College transfer performance:**
- System Excellence Level: 93.8% of students who transfer to a 4-year institution will have a GPA of 2.0 or higher after 2 consecutive semesters.
- System Baseline: 71.2%
- MCC Outcome: 78.6%

The College

FOUNDATION

The Montgomery Community College Foundation, Incorporated is a nonprofit 501(c)(3) corporation established to foster and promote the growth, progress and general welfare of the College; to solicit, acquire, receive, administer and hold property, both real and personal, for the benefit of the College; and to extend financial aid to persons desiring to attend Montgomery Community College. The Foundation is governed by a Board of Directors charged with planning and reviewing the Foundation's strategic plan and operation, and managing and disbursing the Foundation's funds. Funds are raised through private solicitations and planned, annual events such as the Fund Drive, Golf Tournament and Raffle.

LIBRARY AND INFORMATION SERVICES

The mission of the Montgomery Community College Library is to provide access to information in a variety of formats and to serve as an integral part of the College's teaching, learning, research, and service to traditional and distance learning students, faculty, staff, and community in direct support of the mission of the College. To accomplish this mission, the Library continually works to:

- build, with the collaboration of faculty, a collection of resources appropriate to the curriculum and to the current and future needs of the College community;
- use current technologies to provide a system of organization and physical access to the collection of the library and to sources beyond the collection;
- design and deliver instruction and consultation about the organization, content, and use of learning resources that includes instruction that is user-based, on demand, and customizable; and
- provide a functional, accessible, attractive, user-centered physical facility to support and increase the use of learning and information resources.

The MCC Library has a carefully selected and growing collection of more than 24,000 volumes, subscriptions to current periodicals, and a variety of non-print information sources. Library patrons have access to a variety of online resources including NC LIVE, a collection of online databases that provides access to newspapers, magazines, journals, and a variety of reference sources, many with full text.

Patrons are encouraged to use the library for study, research, self-improvement, and browsing. Professional staff members are on duty to assist with reference, research, and reading guidance. The staff provides assistance and orientation in the use of the library and its resources. The library is located in Building 200.

DISTANCE LEARNING

Distance learning is an education delivery strategy in which all, or a majority of, instruction occurs when the student and instructor are not in the same place at the same time. This approach may include computer technologies, video, or audio feeds. Distance Learning at Montgomery Community College utilizes courses wholly or partly delivered via the internet and video teleconferencing using the North Carolina Information Highway (NCIH).

The mission of Distance Learning at MCC is to provide accessibility to educational options which are not bound by time or place. To accomplish this mission, Distance Learning continually works to:

- provide options for students who may not be able to come to campus regularly because of physical limitations, work and family commitments, or by preference;
- enable students who prefer to learn through nontraditional delivery to have access to educational content in different, yet comparable, formats; and
- have distance learning parallel and supplement traditional course offerings and include comparable course outcomes.

STUDENT SERVICES

The mission of Student Services is to provide high quality educational support services to all students. Student Services professionals work in partnership with faculty and other college personnel to help ensure that student success in a broad sense is possible through strategies that develop knowledge, skills, good attitudes, self-determination and the ability to control one's environment.

Student Services activities include: admissions, assessment, counseling (academic, career and personal), registration and records, financial aid, veterans assistance, job referral, transfer student assistance, recruiting and coordination of student activities.

Continuing Education

PURPOSE

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order to keep abreast of these developments. It is the College's aim to afford individuals the opportunity to develop to their fullest potential in whatever areas of vocational and cultural endeavor that they desire. The Continuing Education Division plays a vital role in providing those opportunities. Through a variety of programs and services, the Division provides opportunities for initial workforce development, occupational training and retraining, basic skills development, and academic and personal enrichment.

ADMISSION

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll in Adult Continuing Education classes. Persons between 16 and 18 years of age who have special needs may be considered for admission with the approval of the local school principal and/or parent, legal guardian or other person or agency having legal custody and control. Persons enrolled in public school are not eligible to take Literacy classes, with the exception of English as a Second Language (ESL). In addition, MCC permits the enrollment of undocumented nonimmigrant applicants in approved continuing education programs.

FEES

A small fee is charged for continuing education classes. Such fees, when charged, are due and payable upon entry to class. Books and supplies are available through the College bookstore.

REGISTRATION FEES

Registration fees, set by the North Carolina State Board of Community Colleges and the North Carolina General Assembly, are subject to change. Registration fees are based on the course length or total contact hours of the class or program. Registration Fees for Continuing Education are as follows:

1-24 contact hours	$70
25-50 contact hours	$125
51+ contact hours	$180

ADDITIONAL CONTINUING EDUCATION FEES

Bricklaying	$ 20.00
Digital Photography	$ 5.00
Insurance (Nursing Assisting, Phlebotomy, EMS Classes)	
A. Liability	$ 11.00
B. Accident	$ 1.60
NRA Classes (occupational; MIG and TIG welding for NRA classes)	$ 60.00
Technology Fee (computer, computer repair and upgrade classes)	$ 5.00
Welding Classes (MIG, TIG, & Stick)	$ 20.00

Additional fees collected at registration shall only be refunded in the event of 100% withdrawal by the student prior to the beginning of the respective class. Additional fees are non-refundable under any other circumstances unless students withdraw from college prior to the first day of classes.

REGISTRATION FEE REFUNDS

A student who officially withdraws from an Occupational Extension class prior to the first class meeting is eligible for a 100 percent refund upon request to the Continuing Education Division. After the respective class begins, a 75 percent refund may be granted upon request if the student officially withdraws from class prior to or on the 10 percent point of the scheduled hours of the class. In the case of contact hour classes, a student is eligible for a 100 percent refund if the student officially withdraws from class prior to the first class meeting. After the class has begun, a student may receive a 75 percent refund if he or she officially withdraws on or before 10 calendar days from the first day of class. Students are eligible for a 100 percent refund if the class is canceled by the College. No registration fee refunds are permitted for self-supporting classes except in the case of class cancellation by the College or under extenuating circumstances requiring approval from the College President.

CERTIFICATES

Certificates may be awarded to students meeting requirements for selected Continuing Education classes/programs.

CLASS LOCATIONS & DELIVERY

A number of classes are held on the College campus. Classes are also conducted in the community and in businesses of the Montgomery Community College service area whenever there is sufficient demand. Instruction for Continuing Education classes, workshops, and seminars places emphasis on the adult learners' needs. We understand that some persons may be coming back to improve themselves after being away from a classroom for a number of years and that others are continuous learners wanting instruction to be focused, enjoyable, and respectful of their busy personal and job schedules. To better meet the needs of all adult learners, we offer a variety of instructional delivery options. Commonly, instruction is provided through the traditional classroom with an instructor. Other options include programs delivered through the Internet, video conference and combination of traditional classroom and self-directed computer-assisted instruction.

CLASS FORMATION

Continuing Education classes are often established on a demand basis. Different program areas have different requirements for the number of students, cost, and location. Course offerings reflect the needs and interests of the citizens. This means that MCC counts on the public to request courses. If you desire a course which has not been announced, contact the Continuing Education Division of MCC. Your cooperation in recruiting a group of your friends and neighbors for a course is very much appreciated.

DISTANCE LEARNING

Distance learning allows students to complete training without time and place restrictions. Students are not required to attend classes in a specific location at a specific time. Information and technology provide linkages between the student and instructor. The learning is self-paced to match the learning style of the student, and the student may take occupational or self-supporting programs via the Internet. Most importantly, this approach to learning allows the student to obtain the desired training at a time convenient to them.

ENROLLMENT

Students must pre-register for classes by completing the Continuing Education registration form and submitting the appropriate fee by the scheduled deadlines as advertised.

CONTINUING EDUCATION UNIT (CEU)

A Continuing Education Unit (CEU) is a unit designation recognized by the Southern Association of Colleges and Schools (SACS) and is awarded for select Continuing Education classes at MCC. The CEU signifies the class is organized for a quality instructional program. CEUs are earned at a rate of one (1) CEU for each ten (10) hours of class.

AREAS OF STUDY IN CONTINUING EDUCATION

Areas of study in Continuing Education include Occupational Training; Self-Supporting; Business and Industry Services; Career and College Readiness (formerly Adult Basic Skills); and English as a Second Language (ESL).

Continuing Education

OCCUPATIONAL TRAINING COURSES

Occupational training is accomplished via cooperation with industry, professional groups, and other interested groups as well as through research of local and regional career opportunities in providing varied programs for the expressed purpose of updating and upgrading skills whereby the working person might enjoy a more satisfying and financially rewarding occupation. These classes may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the College.

Allied Health and Emergency Services

When medical or emergency services are necessary, having the best trained individuals caring for you is very important. Continuing Education offers several programs in allied health and emergency services. All programs are designed to meet local, state and other guidelines relative to requirements for certification purposes. Program areas are:

- CPR/First Aid
- Emergency Medical Technician
- Fire and Rescue Service
- Nursing Assistant I and II
- Phlebotomy Technician
- Emergency Medical Dispatcher

Certification and License Renewal

Certification and license renewal courses are offered periodically in a variety of areas. The issuing agency determines the frequency of renewal and the number of hours required. Courses for renewal are:

- Correctional Officers
- Law Enforcement
- Real Estate
- Fire Fighters
- CPR/First Aid
- Funeral Directors

Career Readiness Certificate (CRC)

The North Carolina Career Readiness Certification (CRC) is an assessment-based credential that gives employers and career seekers a uniform measure of key workplace skills. The Certificate is based on established WorkKeys® assessment tests. To earn a CRC individuals undergo testing related to reading, applied math, and locating information through the WorkKeys® skills assessment system.

Human Resources Development (HRD)

The Human Resources Development (HRD) program is pre-vocational, pre-employment, and placement training. It is designed to assist the chronically unemployed in finding employment and the underemployed in finding better employment.

The program provides structured pre-vocational training, counseling, and assistance into permanent employment or further education/training. The pre-vocational component provides students with instruction in basic communication skills and a basic orientation to the world of work. Students are taught positive self-concept. Other topics within the pre-vocational component are planning and reaching goals and making the transition to the workforce.

Achievement of a North Carolina Career Readiness Certificate is a major goal of HRD classes. Course objectives will incorporate preparation for successful completion of testing related to reading, applied math, and locating information through the WorkKeys® skills assessment system.

The students are encouraged to visit the NCWorks Career Center, located in Building 100. The HRD Program and the NCWorks Career Center are in cooperative effort to offer counseling sessions and job referral services.

Continuing Education

Industrial Maintenance

A number of short courses are available for entry and upgrade of industrial maintenance skills. The courses areas include hydraulics, pneumatics, PLC programming, electronic control circuits, welding, electrical safety, mechanical power transmissions, DC controls, bearings, electrical code, AC/DC electronics, gears and gear trains, control wiring, load wiring, lockout/tagout, and confined space entry.

Law Enforcement Training

Staff development and ongoing in-service training is a necessity for law enforcement today. Legal updates, firearms recertification, S.W.A.T., and search and seizure are just some of the types of training available to law enforcement agencies. All training is designed to meet the needs of state, county, city, and other law enforcement agencies. Annual recertification classes are conducted for law enforcement and correctional officers.

SELF-SUPPORTING COURSES

Short, personal enrichment courses are the mainstay of Self Supporting courses. Courses are offered in many locations throughout Montgomery County. Courses may be offered day, evening or weekend. Fees are determined by the cost of the course. There are no fee exemptions allowed for self-supporting courses.

NRA Short-Term Gunsmithing and Law Enforcement Armorer School

Short-term courses are designed for individuals interested in learning new techniques or perfecting traditional techniques in the specified fields of study. Courses are offered on a self-supporting basis allowing no fee exemptions. Fees charged do not include any tools or supplies. The NRA Short-Term class schedule changes every year; the schedule is posted on the college's website in January.

BUSINESS AND INDUSTRY SERVICES

A variety of training programs and services are available to area businesses and industries, governmental agencies, and public service organizations. The programs are customized to meet individual company needs. With the assistance of appropriated state tax dollars, the programs are usually well within the budgets of our local firms. We will be happy to assist your efforts to develop and train your employees by working side by side with you and your staff. Our overall scope of services includes:

- assessment of employee skills to determine need for training;
- job analysis and work procedure writing;
- employee development planning;
- training plan development;
- training program and course design;
- training delivery to employees (to include office, plant production, maintenance, process management, and management at all levels);
- trainer training;
- training documentation; and
- training evaluation to include employee competency and program cost.

Small Business Center

The objective of the Small Business Center is to increase the success rate and the number of viable small businesses in Montgomery County by providing high quality, readily accessible assistance to prospective and existing small business owners and their employees. MCC's Small Business Center is a community-based provider of education and training, counseling, information, and referral.

Customized Training

Customized Training courses support the economic development efforts of the state by providing education and training opportunities for eligible businesses and industries. Amended in 2008, these courses integrate New and Expanding Industry Training and Customized Industry Training to more effectively respond to business and industry (G.S. 115D-5.1e). Customized Training courses also include the former Focused Industry Training and shall offer classes and training services to assist new and existing business and industry to remain productive, profitable, and within the state. The courses were developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the state to ensure the presence of a well-trained workforce. The courses are designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

CAREER AND COLLEGE READINESS

(formerly Adult Basic Skills)

For the adult who was unable to complete public school, a series of basic courses are offered county-wide. These courses are free of charge to adults. Courses start at grade one and end with the high school equivalency certificate.

Adult Basic Education (ABE) and High School Equivalency (HSE)

MCC offers combined Adult Basic Education (ABE) and High School Equivalency (HSE) classes. These classes are designed for adults with or without high school diplomas to improve reading, writing and math skills and to prepare them for the HSE exam, if they do not have a high school diploma. Before enrolling in a class, an individual must attend a Career & College Readiness Orientation and Registration Session. Minors (16-17 years of age) may enroll in the program but must obtain a Minor Release Form, to be completed by a parent or legal guardian and the Board of Education, before registering. Classes are offered both day and evening in communities throughout the county and on the College campus. There is no cost for the ABE/HSE classes, but there are testing fees applicable to each of the three state-approved HSE examinations (GED, HiSET, and TASC) that a student opts to take. MCC will assist interested organizations and groups of individuals in establishing new ABE/HSE classes.

High School Equivalency (HSE) tests are designed to measure the important knowledge and skills usually learned during high school but that one may have obtained through experience, reading, and informal training. Successfully passing a battery of four or five sections, depending on the HSE exam taken, allows the student to receive a high school equivalency certificate issued by the North Carolina State Board of Community Colleges. The tests are designed to measure a person's knowledge and skill in the following:

- Correct and effective English in written expression (An essay on an assigned topic is required.)
- Effective reading, understanding, and interpretation of Social Studies
- Effective reading, understanding, and interpretation of Natural Science
- Effective reading, understanding, and interpretation of Literature
- Ability to solve problems in Mathematics

North Carolina has approved the use of three different HSE exams: the GED®, which is only offered through computer-based testing; the HiSET, which may be administered either through a computer or with traditional paper and pencil. The TASC test also may be administered through a computer or paper-and-pencil. More information can be found at www.gedtestingservice.com (for the GED®), www.hiset.ets.org (for the HiSET), and www.tasctest.com (for TASC).

Adult High School Diploma Program (AHS)

MCC also offers the Adult High School Diploma through an agreement with the Montgomery County Public School System. Students are provided academic courses to complete graduation requirements. Before enrolling, prospective students must have been out of school for at least six months, attend an orientation session, and obtain an official transcript from the last high school attended. Minors (16-17 years of age) must first obtain a Minor Release Form at MCC. A parent or legal guardian and the Board of Education must complete this release form. Day and evening classes are offered both in classroom and laboratory settings on the MCC campus. This flexibility enables students to work at their own pace and at times most convenient for them.

Compensatory Education (CED)

MCC offers Compensatory Education (CED) classes. These classes are designed to help mentally and emotionally challenged adults to become independent and to acquire skills needed for participation in our society.

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) provides non-English speaking students the opportunity to learn the English language. Classes are centered around the objectives of developing language competency and cultural orientation. Any non-English speaking adult or any adult who wants to improve his/her English is eligible to enroll. Classes are offered both day and evening in communities throughout the county and on the College campus. There is no cost for the ESL classes. Montgomery Community College will assist any businesses interested in offering ESL classes for their employees.

Ingles comos segundo lenguaje (ESL)

Para más información acerca de las clases de Ingles, por favor refierace al horario de clases en el folleto que recibe por correo dos veces por año.

Curriculum Information & Policies

ADMISSION

Montgomery Community College (MCC) operates under an open-door admissions policy as established by the North Carolina Community College System. This means that any person, whether a high school graduate or nongraduate, who is 18 years old or older and who is able to benefit from further formal education will be served by the institution. Individuals under 18 years of age may be admitted if they are already a high school graduate or if they possess a high school equivalency certificate. High school students may be admitted to curriculum courses under within parameters established by the State of North Carolina. MCC reserves the right to refuse admission to any applicant who has been suspended or expelled from another education institution. The College also reserves the right to refuse admission to any applicant whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process.

Admission to the College does not imply immediate admission to the curriculum desired by the applicant. Admission to a specific program of study is based on guidelines developed to ensure the student's chances of success in the program. Any restrictions on admission to specific programs are flexible enough to allow students opportunities for admission when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and/or personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

GENERAL ADMISSION PROCEDURES

Students are admitted to MCC without regard to race, sex, color, creed, age, handicap, religion or national origin. Applicants for admission into curriculum programs should complete the following general admission procedures:

1. Complete and return the admission application to Student Services.
2. Submit an official high school or high school equivalency transcript and official transcripts from all colleges attended. An official transcript is one mailed directly from the high school, college or other institution to the Enrollment Office at MCC. It is the applicant's responsibility to request that transcripts be sent.
3. Take any required preadmission tests when notified by the Enrollment Office.
4. Complete any additional requirements for specific curricula.

Address correspondence concerning admission to curriculum programs to:
Enrollment Office
Montgomery Community College
1011 Page Street
Troy, NC 27371
Phone: 910-576-6222, Ext. 220
E-mail: housleyt@montgomery.edu

Curriculum Information & Policies

All admission procedures should be completed at least four weeks prior to enrollment into a program. However, some curriculum programs at MCC have limited enrollment and prospective students are advised to apply early. When an enrollment quota for a class/program has been filled or the class/program has a specific prerequisite requirement, the applicant will be placed on an alternate or waiting list and notified by the Enrollment Office. When all information is received, the academic record will be assessed and the applicant will be notified concerning acceptance and enrollment procedures. An applicant applying fewer than four weeks prior to enrollment may be notified to follow admission procedures as a walk-in student during open registration.

ASSOCIATE DEGREE PROGRAMS

A high school diploma or the equivalent is required of all applicants for degree programs. A High School Equivalency (HSE) certificate or Adult High School (AHS) diploma is acceptable. HSE scores must meet North Carolina standards. Associate degree programs require an applicant to complete assessment inventories in writing, reading, and math skills.

STAND-ALONE DIPLOMA & CERTIFICATE PROGRAMS

A high school diploma, High School Equivalency certificate, or Adult High School diploma is preferred for entrance into a stand-alone diploma or certificate program. However, consideration is given to any applicant whose interest and ability make successful completion of a diploma or certificate program likely. Applicants without a high school diploma or the equivalent may be required to demonstrate an ability to benefit by successfully completing an assessment inventory. Some diploma and certificate programs may require an applicant to complete assessment inventories in reading, writing, and numerical skills after acceptance.

READMISSION

Former students who left Montgomery Community College in good standing are encouraged to reenroll for further study. Students who have been out one term or longer should contact the Enrollment Office to have their academic file reactivated. If a conference with a counselor or academic advisor is required, the student will be notified. Coursework previously taken at MCC will be evaluated for credit according to merit and relevance. Students being readmitted are required to satisfy requirements for graduation according to the current approved standards for their particular curriculum.

Certain courses in allied health programs must be completed within a specific time frame. The age of those courses can affect the readmission process. More specific information about readmission requirements for allied health programs may be obtained from the MCC Enrollment Office.

Former students desiring to reenter from academic suspension must do so through the Student Services Counselor. Former students who were withdrawn for disciplinary reasons must have approval from the Vice President of Student Services to reenroll.

SPECIFIC ADMISSION REQUIREMENTS

ALLIED HEALTH PROGRAMS

A high school diploma, High School Equivalency certificate that meets North Carolina standards, or Adult High School Diploma is required of all applicants for all allied health programs. Applicants must demonstrate the potential for academic achievement as evidenced by successful completion of assessment inventories. Upon initial inquiry, prospective applicants will be given the minimum score recommendations in the areas of writing skills, reading skills, algebra skills, and numerical skills. Once Practical Nursing students have met all general admission requirements, they will become eligible to take the HESI exam, which is the primary admission test for the Practical Nursing program. Those applicants selected for admission must attend information sessions conducted by college personnel. Students not meeting admissions criteria will be advised regarding removal of deficiencies.

All applicants selected for admission into an allied health program must meet physical and emotional health requirements necessary to provide safe health care. An Applicant Medical Form will be provided by the Enrollment Office. Applicants must submit to the Enrollment Office the completed form which includes the results of a physical examination performed by a licensed physician. The Applicant Medical Form must be reviewed for satisfactory results prior to final acceptance as a regular curriculum student. Additional information concerning admission to allied health programs is available in Student Services.

Curriculum Information & Policies

BASIC LAW ENFORCEMENT TRAINING (BLET)

In addition to MCC's general admission requirements, the following apply to the Basic Law Enforcement Training (BLET) Program. A BLET applicant must be a U.S. citizen and at least 20 years old. Additionally, a high school diploma, High School Equivalency certificate, or Adult High School Diploma is required for admission into the program. High school diplomas earned through correspondence enrollment are not recognized toward the educational requirements. Applicants must submit a completed Medical History Statement (Forms F-1 and F-2) which include results of a physical examination conducted by a licensed physician to the MCC Criminal Justice Department prior to registration. Medical history forms are available from the Enrollment Office. In addition, BLET applicants must have a criminal history report for all locations in which they have resided since the age of 18. The report(s) must be approved by the BLET school director prior to enrolling in the program. Applicants are required to take a reading skills assessment inventory, must possess a valid driver's license, and must be sponsored or employed by a public law enforcement agency prior to enrollment and maintain that sponsorship/employment throughout the course.

CONCURRENT ENROLLMENT AT MULTIPLE COMMUNITY COLLEGES

Students may enroll in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the home college. Additional colleges in which the student enrolls simultaneously are the receiving colleges.

Students will not be charged additional tuition at the receiving college when registered for 16 or more credit hours at the home college when the following condition is met. The student must present a letter from the home college that includes (1) verification of credit hours registered for at the home college; (2) verification of tuition status at the home college; and (3) a list of specific courses that the student is approved to register for at the receiving college to include any telecourses, independent study courses, and non-traditional delivery courses (i.e. Internet, Information Highway, etc.)

Additionally, if the total credit hours at both colleges exceed 22 credit hours, the student's advisor at the home college must stipulate approval for the student to take any hours beyond 22 credit hours. When the student is registered for less than 16 credit hours at the home college, the above conditions must be met and the student must pay tuition charges for up to 16 total credit hours at the receiving college. Tuition charges are in accordance with the rate set by the North Carolina Community College System and the General Assembly. Note: Additional steps may be required for admission into specific classes. Consult with the Enrollment Office for more information.

FOREIGN STUDENTS

MCC is not approved to enroll non-immigrant students with F, J, or M visas. Applications from students holding other visas will be reviewed on an individual basis.

HIGH SCHOOL STUDENTS

The Career & College Promise (CCP) program provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. MCC offers both College Transfer pathways and a variety of Career Technical Education pathways.

College Transfer Pathways. The College Transfer pathways allow high school juniors and seniors the opportunity to complete some of the core general education courses typically required during the first two years of a four-year degree. To be accepted into a College Transfer Pathway, a student must (1) be a North Carolina high school junior or senior; (2) have a weighted GPA of 3.0 on high school courses; (3) demonstrate college readiness on assessment/placement tests by meeting or exceeding specific test scores in English, reading, and math; and (4) meet all program prerequisites.

A high school junior or senior who does not demonstrate college readiness on the assessment/placement tests may be provisionally enrolled in a College Transfer pathway if the following conditions are met. To qualify for provisional acceptance status, a student must (1) have a cumulative weighted GPA of at least 3.5 on high school courses; (2) have completed two years of high school English with a grade of "C" or higher; (3) have completed high school Algebra II (or a higher level math) with a grade of "C" or higher; (4) obtain the written approval of the high school principal/designee; and (5) obtain the written approval of the community college president/designee. A provisional status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen pathway. To be eligible to register for other courses in the pathway, the student must first successfully complete mathematics and English courses with grades of "C" or higher.

Curriculum Information & Policies

Career Technical Education Pathways. The Career Technical Education pathways allows juniors and seniors the opportunity to enroll in MCC certificate programs related to high school career clusters. To be accepted into a Career Technical Education pathway, a student must (1) be a North Carolina high school junior or senior; (2) have a weighted GPA of 3.0 on high school courses or have the approval of the high school principal or designee; and (3) meet all program prerequisites.

To maintain eligibility for continued enrollment in any CCP pathway, the student must (1) continue to make progress toward high school graduation and (2) maintain at least a 2.0 GPA in college coursework after completing two courses.

HOME-SCHOOL STUDENTS

Home-school students must provide (1) proof of registration with the North Carolina Department of Non-Public Education and (2) an official home-school transcript including annual results received on nationally standardized tests. If these criteria cannot be met, home-school students may pursue their High School Equivalency certificate or Adult High School diploma.

SPECIAL CREDIT STUDENTS

Admission as a Special Credit Student requires completion of an MCC Application for Admission and the satisfaction of any necessary prerequisite course requirements. Special credit students may not displace a returning regular curriculum student in a class required for his/her degree.

STUDENTS WITH SPECIAL NEEDS

MCC seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The College is fully committed to making programs, courses, and services available to all citizens as well as maintaining confidentiality regarding all information and services provided. If students have a special need that may affect academic performance and seek accommodations, it is the student's responsibility to inform the MCC Counselor at least one month prior to registration so the request may be considered for approval.

To determine the eligibility for services, documentation of disability may be required of all students requesting academic adjustments or auxiliary aids. Documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations for verification of the need for adjustments or aids. MCC will, where possible, seek assistance from outside agencies (i.e., Division of Vocational Rehabilitation, and other organizations).

Appropriate testing accommodations are available upon request for students with special needs. Students with learning disabilities must provide documentation and have the documentation evaluated before requests for accommodations will be granted. Applications to request psychological, medical and other related professional evaluations may be obtained from the Counselor.

UNDOCUMENTED STUDENTS

Based on policies and procedures outlined in the North Carolina Administrative Code (23 NCAC 02C .0301), MCC allows the admission of students who do not have the necessary documentation to prove United States citizenship under the following conditions:

1. The student must be a graduate of a U.S. public high school, private high school, or home school that operates in compliance with state or local law. A High School Equivalency certificate is not acceptable.
2. The student will be classified as an out-of-state resident and must pay out-of-state tuition.
3. The student may not displace a North Carolina or U.S. citizen.

Curriculum Information & Policies

STUDENT CLASSIFICATIONS

Audit Student: A student who is registered for a course for which he/she does not wish to receive credit. The audit student is not required to take examinations; otherwise, participation and attendance in class is the same as that of a credit student. The fee for auditing a class is the same as the fee for credit. Certain curricula, because of special requirements, have no courses open for audit. A student has until mid-term to change a registration to audit with the Enrollment Coordinator.

Concurrently Enrolled Student: A student who is enrolled in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the home college. Additional colleges in which the student enrolls simultaneously are the receiving colleges.

Freshman: A student who has earned fewer than 32 semester hours of credit.

Full-time Student: A student who is registered for 12 or more semester hours credit.

Part-time Student: A student who is registered for less than 12 semester hours credit.

Probation Student: A student who fails to meet the minimum academic requirements set forth by the College. Any student on probation must earn the sufficient GPA set forth in the College Catalog to avoid academic suspension. The student is required to consult with a counselor and may be required to take a reduced academic load or additional preparation.

Provisional Students (Deferred Acceptance Status): A full- or part-time student who enrolls prior to completion of pre-admission or assessment requirements. When the student has fulfilled all requirements, he/she will be enrolled in good standing. The student must fulfill all requirements by the end of his/her first term or he/she may not be allowed to re-enroll. Special considerations for extenuating circumstances beyond the end of the first term requirements may be waived by the Vice President of Student Services.

Regular Curriculum Student: A curriculum student enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate at a rate of pursuit to ensure timely graduation.

Sophomore: A student who has earned 32 or more semester hours credit.

Special Credit Student: A student who registers for credit courses to meet an individual educational need, but who has not expressed the intent to complete a given curriculum. If a Special Credit student decides to complete a given curriculum, he/she must submit a Change of Information Request and meet regular admission and assessment requirements. Special Credit Students are not eligible for financial assistance or veteran educational benefits.

Students with Special Needs: Students enrolled through the provisions of Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

ASSESSMENT (PLACEMENT) INVENTORIES

To help determine academic readiness, all associate degree students will be assessed in reading skills, writing skills, numerical skills, and algebra skills. Stand-alone diploma and certificate students may be assessed in reading and numerical skills. BLET students are required to take the reading assessment only. Special credit students are assessed only when necessary to satisfy a prerequisite course requirement.

Students should complete the assessment inventories prior to registration for proper advising and placement. Information about score requirements is available in the Student Services Office. After testing, each student will receive a NC DAP Accuplacer Student Advising Report listing scores obtained and course recommendations based on these scores.

Students needing additional educational preparation will be advised regarding removal of deficiencies. For students enrolled in associate degree programs, deficiencies in writing, algebra, reading, or numerical skills must be removed prior to taking any course work in English composition or mathematics respectively. Additionally, the removal of any reading

deficiency must begin immediately or no later than the first term of work after assessment. A reading competency is required for graduation from associate degree programs.

Students meeting the following criteria may be exempted from taking specified sections of the placement test:

- Students with a score of 500 or above on the writing OR reading portion of the SAT may be exempt from the Writing/Reading placement test; students with a score of 500 or above on the math portion of the SAT may be exempt from the math placement test.
- Students who have taken the ACT will be advised on the appropriate sections to take.
- Students who have taken ACCUPLACER at another school may transfer their scores to MCC and will be advised on the appropriate sections to take.
- Students who have taken English composition, reading, or math courses at another college and received a grade of C or better may be exempt from the related placement test(s). The courses must be determined to be equivalent to the entry level courses at Montgomery Community College.
- Students with a score of 3 or higher on the CEEB Advanced Placement English exam may be exempt from the Writing/Reading test.

Students may retest on NC DAP ACCUPLACER based upon recommendation of the Counselor, Special Programs Assistant, or Enrollment Coordinator.

Applicants to any Allied Health Program must take the required assessment inventories to meet entrance requirements. Dental Assisting, Medical Assisting, and Practical Nursing applicants are not exempt from taking NC DAP ACCUPLACER.

Special assessment accommodations for students with special needs are also available upon request along with appropriate documentation. Students with special needs should contact the Counselor prior to scheduling their placement test to ensure that appropriate accommodations will be provided.

CURRICULUM EXPENSES

TUITION, FEE, & TEXTBOOK COSTS

Fees are set by the MCC Board of Trustees in accordance with state laws outlined in the North Carolina Administrative Code. Fees are approved and published annually.

1. All campus students will be assessed the required student activity fee, insurance fees, parking fees, technology fees, and relevant class and/or lab fees.
2. Fees for incarcerated students are waived as stipulated by law.
3. High school students enrolled in the Career & College Promise (CCP) program are exempt from paying tuition, activity fees, and accident insurance fees. Students may be required to pay any special liability insurance fee required from an off-campus clinical or any course/lab fee associated with specified courses. The local board of education may pay or assist with the cost of textbooks and fees. In the event textbooks are not provided, it is the student's responsibility to purchase their own textbook and supplies for their class.

ACTIVITY FEE

Curriculum students pay an activity fee each term of enrollment. The charges per term are as follows: Fall – $30; Spring – $30; Summer – $5. This activity fee is budgeted by the Student Ambassadors and the Student Government Association. The fee is used for special activities and other student-oriented activities and events.

CLASS/LAB FEES

AHR	110	Intro to Refrigeration	$ 25
DEN	102	Dental Materials	75
DEN	112	Dental Radiography	50
ELC	112	DC/AC Electricity	25
ELC	113	Residential Wiring	25
ELC	117	Motors & Controls	25
GSM	111	Gunsmithing I	50
GSM	120	Gunsmithing Tools	100
GSM	225	Gunmetal Refinishing	40
MED	140	Exam Room Procedures I	$15
MED	150	Lab Procedures I	15
NUR		HESI fee for PN testing	48
NUR		PN Lab Simulation fee	50
PCC	210	Functional Pottery II	36
PCC	211	Decorative Pottery	36
TXY	101	Fish Taxidermy	50
TXY	103	Mammal Taxidermy	50

Curriculum Information & Policies

GRADUATION FEE
Students are expected to pay the graduation fee by April 1. Graduation fees are subject to change at the discretion of the College depending upon increased prices from our supplier.

High School Completion (GED & Adult High School) $30
Curriculum Programs 35
Curriculum Programs: For *each* additional degree, diploma or certificate, add $5.

INSURANCE FEE
Accident Insurance – mandatory for all curriculum students per term $1.60
Liability Insurance – mandatory for Dental Assisting, Medical Assisting, Practical Nursing students per academic year 11.00

Insurance rates are subject to change depending on price quotes from our suppliers. Other insurance options are available. More information is available in Student Services.

PARKING FEE – mandatory per term $5

TECHNOLOGY FEE – mandatory per term 16

TEXTBOOKS & SUPPLIES
Textbooks and supplies are available through the college's virtual bookstore or through the campus store located in Building 100. Depending on the program of study, most students can expect to pay between $500 and $700 for textbooks per term. Some programs require the student to purchase uniforms, tools, and/or supplies in addition to textbooks. These additional costs vary according to the program in which the student is enrolled. A list of required/needed items with approximate costs can be provided by the department of interest. Purchase is directly related to the College's Policy of Ownership.

Policy of Ownership: All projects produced by the student with institutional supplies, materials, tools, and equipment are the property of the College. However, students have the option of purchasing their own supplies, materials, and tools. The projects produced are then the personal property of the student, and the College will charge only for the institutional consumables used by the student in producing the project.

TUITION
Registration and tuition costs are set in accordance with state laws outlined in the North Carolina Administrative Code and are published annually. Registration and tuition costs are subject to change when mandated by the State.

Tuition for full-time in-state students carrying 16 or more semester hours credit is $1152 ($72 per credit hour.) Tuition for full-time out-of-state students carrying 16 or more semester hours credit is $4224 ($264 per credit hour.)

Community college students desiring to enroll in two or more colleges without paying additional tuition must provide a letter from the home college stating enrollment and tuition status as outlined in the Concurrent Enrollment Policy.

TUITION CLASSIFICATION (RESIDENCY)
A legal resident of North Carolina is one who has established residence in this state. Students should know their residence status for tuition payment and understand the regulations governing residence status.

General Statute 16-143.1 (b) passed by the 1973 General Assembly of North Carolina states: To qualify for in-state tuition, a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his/her presence in the state during such twelve month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further (1) if the parents (or court appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Curriculum Information & Policies

Living in North Carolina for one year ***does not*** guarantee that resident status has been met. The student must satisfy requirements set forth by the General Assembly of North Carolina and the State Residence Committee. In addition, students must provide a preponderance of evidence to support classification as a resident. A copy of these policies and procedures is available for review in Student Services and on the college website.

REFUNDS

Tuition Refunds. If a student withdraws or drops a class, tuition refunds may be granted. Requests for tuition refunds must be made to Student Services.

1. A tuition refund shall be made only under the following circumstances:
   a. A 100% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted on the academic calendar. A 100% refund will also be issued if the college cancels the course section in which the student is registered. A 75% refund shall be made if the student officially withdraws or is withdrawn from the course section(s) prior to or on the official 10% point of the term.
   b. For off-cycle course sections that start at times other than the beginning of the term, a 100% refund shall be made if the student officially withdraws from the course section prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the course section prior to or on the 10% point of the course section.
   c. For contact hour classes, a 100% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the contact hour course section. A 75% refund shall be made if the student officially withdraws or is officially withdrawn by the college prior to or on the 10th calendar day after the start of the course section.
   d. In addition, beginning with the first day of the term, students wishing to drop and add classes must do so at the same time or incur a 25% penalty.
2. To comply with applicable federal regulations regarding refunds, federal regulations shall supersede the state refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a term, dies during that term (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that term may be refunded to the estate of the deceased.
4. The college shall follow the described in Item (1) above for classes which the college collects receipts that are not required to be deposited in the State Treasury account.
5. All optional fees (lab fee, activity fee, technology fee or other fees as approved by the MCC Board of Trustees) will be refunded only in the event of a 100% withdrawal by the student prior to the beginning of the semester/term or in the event that a student's class is cancelled due to insufficient enrollment.
6. All student refunds shall be disbursed within two weeks from receipt in the Business Office.

Refunds for Called-to-Duty Military Personnel. Upon request of the student, MCC shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and buy back textbooks through the college's bookstore operations to the extent possible. MCC shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Federal Refund Policy. The Federal Refund Policy applies to all students receiving federal financial aid funds including those who qualify for the state refund policy mentioned above. This policy requires the school to determine the amount of Title IV aid a student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any federal money received by the student. Refunds will be allocated, by law, according to the following order: (1) Federal Pell grant; (2) Federal Supplemental Educational Opportunity Grant (FSEOG); (3) other assistance under this Title for which a return of funds is required. Students may obtain further information regarding Title IV refund policies and refund calculations from the Financial Aid Office.

FINANCIAL ASSISTANCE

All financial aid awards at Montgomery Community College are dependent upon available funding. The primary purpose of student aid is to provide financial resources to students who have been deemed unable to cover the entire expense of a post-secondary education. Such need-based aid is available in the form of grants and scholarships: Pell Grant, Federal

Supplemental Education Opportunity Grant (FSEOG), federal work study programs (FWS), North Carolina Community College Grant (NCCCG), North Carolina Education Lottery Scholarship (NCELS), Targeted Assistance funds, and state and institutional scholarships.

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). These forms are available in the Student Services Division at the College and on the internet at www.fafsa.gov or on the College's website at www.montgomery.edu. This federal application for aid considers a student's household income and the number of household family members in determining a student's financial need.

The FAFSA application is the only application a student needs to complete to be considered for Pell, FSEOG, FWS, NCCCG, NCELS, Targeted Assistance funds and MCC Scholarships. When completing the application, students should place MCC's federal school code (008087) under the school information section on the FAFSA. Once the FAFSA is completed and submitted to the U.S. Department of Education, the results are forwarded to both the College and the student. The financial aid staff will contact students to discuss the results of their application.

MCC also receives limited funds from the North Carolina State Child Care Grant. Financial assistance for child care services may be available to applicants who meet certain federal guidelines. The amount of child care assistance awarded is dependent upon available funding.

All students receiving federal and/or state aid must meet all eligibility requirements. In particular, students must have all high school and post-secondary transcripts on file and evaluated at MCC. Furthermore, all students must maintain satisfactory academic progress (SAP) in order to receive aid for which they have been deemed financially eligible. These specific guidelines and regulations are listed in the Financial Assistance Handbook and in the Academic Policies and Information section of this Catalog (See SAP for Financial Aid.).

Financial aid files are not complete until the student receives a rose-colored MCC Award Letter. Students must have a completed financial aid file and a MCC Award Letter before registration day or be prepared to pay tuition and fees. For financial aid to be guaranteed for the term, a student should have files completed as follows: by July 1 for Fall Semester; by November 1 for Spring Semester; or by April 1 for Summer Session.

VETERAN INFORMATION: MCC is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veteran Affairs (VA). Entitled veterans, eligible spouses and dependent children who have been fully accepted and have registered for classes may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education.

The veteran student is responsible for requesting official transcripts from the last high school and all colleges attended. Official transcript(s) are required and must be sent directly from all previously attended schools to Montgomery Community College. Students cannot be certified to receive benefits until all transcripts have been received and evaluated.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA): WIOA is a federally funded program designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. More information on the WIOA program is available from the Montgomery County NCWorks Career Center on the MCC campus in Building 100.

EDUCATIONAL POLICIES & GUIDELINES

ACADEMIC ADVISORS

Academic advising is a process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of their goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor. Academic advising is ongoing and multifaceted, and is the responsibility of both student and advisor. The advisor serves as a coordinator of learning experiences through course and career planning and as a consultant concerning class performance, problems, and college activities. The advisor also serves as an agent of referral to other campus agencies as necessary. Each student is assigned an academic advisor from his/her major field of study after acceptance.

ACADEMIC FORGIVENESS POLICY

The College recognizes that certain factors (age, maturity, preparation, etc.) play important roles in a student's academic progress. Therefore, after a five (5) year period of time, below average performance on prior work attempted may be excluded from the student's GPA. The student must submit a written request for academic forgiveness to the Vice President of Student Services.

ACADEMIC LOAD (CREDIT HOURS)

A full-time student is one who is enrolled in 12 or more hours of course work per term. Average full-time enrollment for most students will vary between 16 and 21 hours of credit. Students who wish to carry more than 22 credit hours must have approval from their academic advisor unless their curriculum requirements, as stated in the Catalog, require more than 22 hours in a particular term. This includes all credit hours from concurrent enrollment arrangements with other post-secondary institutions. Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor and the Vice President of Student Services.

Semester hours are awarded as follows: one semester hour of credit for each hour per week of class lecture, one semester hour of credit for each two or three hours per week of laboratory, one semester hour of credit for each ten hours per week of cooperative work experience, and one semester hour of credit for each three hours per week of clinical. Contact hours are the actual amount of time (clock hours) spent in class, shop, or lab for each course. Credit hours are the academic credit awarded and used for tuition and graduation purposes.

ADVANCED STANDING

Montgomery Community College has established procedures which may permit students to enter certain curriculum programs with advanced standing. The following means of awarding credits are approved, but are not used in GPA calculation and will generate no grade points.

ADVANCED PLACEMENT FOR HIGH SCHOOL STUDENTS (AP). Through the Advanced Placement program sponsored by the College Board, high school students have the opportunity to complete college-level courses and to demonstrate college-level achievement through examinations. MCC awards credit for Advanced Placement test scores for some courses. Successful completion of the exam (score of 3 or higher) is required for awarding credit. Students interested in receiving AP credit must request that an official AP score report from the College Board be sent to the MCC Enrollment Office for evaluation.

ADVANCED PLACEMENT FOR EARNED HIGH SCHOOL CREDITS. Through a statewide articulation agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System, students may be eligible to receive college credit after completion of specified Career Technical Education (CTE) high school courses. The students must have earned a grade of A or B on the high school course; must have received a raw score of at least 93 on the standardized post-assessment test; and must enroll at the community college within two years of high school graduation. The student's official high school transcript must include the CTE post-assessment scores. For advanced placement procedures and a complete list of high school courses, contact an area high school counselor or the MCC Enrollment Coordinator.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP). Credit may be allowed for up to 25% of college work based on appropriate scores of the CLEP subject area exams. CLEP subject examinations are evaluated based on the

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American Council on Education's (ACE) recommended scores where appropriate to the student's program of study. Recommended scores may be obtained from the Enrollment Office.

CONTINUING EDUCATION UNITS (CEUs). Students desiring to transfer credits into the curriculum division from a course completed through a Continuing Education program at an accredited post-secondary institution may do so according to the following guidelines:

1. The student must request that the Enrollment Coordinator review his/her Continuing Education course work for possible transfer credit into a curriculum program.
2. Student Services staff will consult with the lead instructor of the student's curriculum program who will determine whether the courses or units are relevant to the curriculum program.
3. Credit hours will be awarded at a value of one-tenth (1/10) of the total contact hours successfully completed.
4. Continuing Education grades of S or P will be considered for credit; no CEUs will be used in computing the GPA.
5. No more than 25% of the curriculum's total credit hours required for graduation can be continuing education units.
6. Proficiency examinations may be required before transfer credits are awarded for CEUs.

CREDIT-BY-EXAMINATION. A student who can demonstrate proficiency in a subject area may request a credit-by-examination in that subject in order to accelerate his/her studies. However, no more than 25% of the program's total credit hour requirement may be earned through the Credit-By-Exam process. A student requesting this type of credit must:

1. Register for the course according to regular registration procedures set forth by the College and pay the required tuition.
2. Complete the Application for Credit-By-Examination unless the course has been given prior approval to be administered on an individual or group basis.
3. Submit the completed application to the appropriate Program Head and Vice President of Instruction.
4. Schedule a time to complete the test with the assigned supervising instructor. The examination should be completed prior to the end of the drop/add period to afford the student the opportunity to add another class in its place. The credit-by-examination should be completed by the 10% reporting date of the term of application for credit to be awarded.
5. Complete a drop/add form if the examination is successfully completed. Tuition refunds will not be issued for credit hours earned through credit-by-examination.
6. The credit-by-examination may be attempted only once for each course. A student who has previously received a grade of D, F, or I for the course is not eligible to attempt a credit-by-examination for that course.

TRANSFER OF CREDITS. Applicants wishing to transfer credit from another accredited institution of higher education must request official transcripts showing credit earned before any evaluation toward credit can be made. No grade lower than a C may be transferred. All course credit will be evaluated on merit and relevance. Course credit over ten years old must be approved by the Vice President of Student Services. Some courses with a technical or skill content have a five-year time limitation on the acceptance of transfer credit. This includes credits earned at MCC as well as other post-secondary institutions. The program heads determine the specific courses under this category. In such instances, students may complete proficiency examinations, when appropriate and available, to receive credit for those courses.

For Dental Assisting and Practical Nursing students, major courses and Anatomy and Physiology credits must have been completed within the last three years prior to enrollment to be considered for credit. The College reserves the right to accept or reject credits earned at other institutions or to require the successful completion of appropriate proficiency through the Credit-By-Examination Policy before awarding credits. The final decision on transfer credit is determined by the Vice President of Student Services.

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ADVERSE WEATHER POLICY (MCC CLOSING)

Adverse (severe) weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, hurricanes, etc. Should it be necessary to close the College due to severe or adverse weather conditions, announcements will be made via the Blackboard Connect 5 system to those individuals who have submitted a completed Connect 5 form. Individuals registered for Connect 5 will receive a phone call, text message, or email. Announcements will also be available through radio and television stations listed below. Additionally, if there is electrical power at the College, a message will be placed on the MCC telephone (voice mail) system.

Television Channels
WBTV 3 – Charlotte; WSOC 9 – Charlotte; WFMY 2 – Greensboro; WGHP 8 – Greensboro; WRAL 5 – Raleigh

Radio Stations
WABZ 100.9 FM: Albemarle; WSPC 1010 AM: Albemarle; WZKY 1580 AM: Albemarle; WSOC 103.7 FM: Charlotte; WQMG 97.1 FM: Greensboro; WMAG 99.5 FM: Greensboro; WJRM 1390 AM: Troy

ATTENDANCE

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. To receive credit for a course, a student must attend 80% of class and 80% of lab hours. When absences total more than 20% of the total contact hours for the course, a student will be dropped from a class. If extenuating circumstances exist, the student may submit an appeal and request readmission to the class. The Vice President of Instruction will review the appeal and make the final determination concerning readmission.

When students are absent from class excessively, the instructor should initiate follow-up procedures by (1) contacting the student, and (2) notifying Student Services prior to the student missing 20% of the class. Additionally, instructors must notify Student Services in writing (Unofficial Drop Form) when dropping a student from their class.

CAMPUS SECURITY ACT

In 1990, the Campus Security Act was signed into law. The implications of the law affect, to some extent, all postsecondary institutions. More importantly, it involves the entire campus community in responding to crime incidents that occur on campus.

In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires MCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provide statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession.

The annual report is available at **https://www.montgomery.edu/college-information.html** and printed copies are available from the Business Office.

CAREER INFORMATION

Students, alumni and citizens in the community should be able to make informed career decisions and develop well-organized job portfolios with the assistance of MCC and the Montgomery County NCWorks Career Center. Free services include career and personal assessments, employment readiness preparation, job placement assistance, resume preparation, and career counseling. Students and job seekers have access to resources that provide extensive career exploration and job searches. Customers also have access to representatives from the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, Montgomery County Schools, Troy Housing Authority, and Youth Support Services, as well as MCC services. The Center is located on the MCC campus and is open from 8 a.m. until 5 p.m. Monday through Friday.

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CATALOG OF RECORD

Montgomery Community College operates under the semester system. Fall and Spring semesters are each sixteen weeks in length. Summer sessions are eight weeks in length. Students in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum or under the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

CHILDREN ON CAMPUS

To guard against the disruption of MCC's educational environment, children of students should not be brought to campus while the student is attending classes, labs, seminars, workshops, testing/orientation session, and computer or library labs/sessions. Children of employees should not be brought to campus during the employee's regular working hours. Children of visitors must be supervised by the parent or guardian while on campus or at any approved off-campus class site. The College assumes no responsibility for children, or for any accidents or injury incurred by children in an unsupervised situation not approved by the college administration.

CIVIL RIGHTS COMPLAINTS (DUE PROCESS)

Students who feel they have been deprived of their civil rights should express their grievance in writing to their advisor with a copy going to the MCC Human Resources (HR) Coordinator. Should the complaint involve the advisor in such a way that the student feels he/she cannot take the complaint to the advisor, then the initial written complaint may be made directly to the HR Coordinator. If the HR Coordinator is unable to resolve the complaint, the student may appeal in writing to the Montgomery Community College Ad Hoc Compliance Committee. This committee is composed of the Vice President of Instruction, Vice President of Student Services, and two other representatives to be designated by the President of the College.

If the Committee is unable to resolve the complaint, further institutional appeal may be made in writing directly to the President of the College. If the complaint remains unresolved, the student may appeal to the MCC Board of Trustees as outlined in the Student Conduct and Code section of the Student Handbook (Student Grievance Procedure). Further appeals may be made directly to the Office of Civil Rights, U.S. Dept. of Education, 101 Marietta Tower Suite 2300, Atlanta, GA 30323.

CLASS/PROGRAM CANCELLATIONS

Montgomery Community College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. The College reserves the right to make such decisions as warranted. Students will receive 100% tuition refunds in the event of class or program cancellations or students may choose another class or program.

COUNSELING AND ASSESSMENT SERVICES

Professional counselors provide counseling services designed to give assistance to students in the areas of academics, researching college transfer opportunities, and in resolving personal issues and/or crises as they relate to the student's education. Information concerning entrance and graduation requirements, financial assistance, employment trends and job opportunities, transfer opportunities, labor market information, student activities and appropriate referral to support agencies are some of the services provided. Additionally, referral to support agencies when needed is another service provided. Students are seen on a walk-in basis or by appointment made with the Counselor, whose office is located in Building 100.

Academic and career counseling is provided to assist students in understanding the various types of curriculum programs available at the College. Clarification of program qualifications and prerequisites are explained.

Transfer counseling is provided to assist students who are interested in transferring to a four-year institution. Inquiries made concerning transfer options are forwarded to the Director of Academic Advising. The Director is available to answer specific questions about the appropriate courses to take for transfer. More information is available on the College's website (www.montgomery.edu) under Academic Advising.

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Personal counseling is provided to assist students in career/decision-making skills, job-seeking skills, employment referrals, assessment and testing, and personal/life skills. When necessary and with the student's permission, the Counselor may make referrals to community resources and/or agencies if additional assistance is needed to secure academic success while enrolled at the College. These services are provided to ensure academic success for each student while enrolled at the College.

Counseling Services staff conducts all assessment services for ACCUPLACER. The results of this assessment instrument are used to advise students on the appropriate English, reading, and math courses needed. The counseling staff conducts other assessments that may be required for specific curriculum programs. In addition, COPS, and Self-Directed Search assessments are given to students that need assistance in career development.

CURRICULUM COURSE REPETITION POLICY

A student may repeat courses in which he/she has earned a grade below a C in an effort to earn a higher grade or raise the overall grade point average. The higher of the grades will be used as the grade of record in computing the cumulative grade point average. All grades received will remain on the student's transcript. A student may repeat for credit or audit a course in which he/she has made a C or higher or has previously audited only one time in a five-year period. Regular tuition charges apply for students repeating the class excessively and the college may not report membership hours. Any student who has completed a course with a grade of C or better may not displace a new student for the course.

COURSE RESIDENCY REQUIREMENTS

A minimum of 25% of the total number of credit hours required for graduation in a particular program must be taken at Montgomery Community College. No more than 75% of required credit hours can be accepted as transfer credit and/or credit-by-examination.

COURSE SUBSTITUTION POLICY

Course substitutions must be approved by the student's academic advisor, the appropriate Program Head, and the Vice President of Instruction. Course substitutions will be very limited and must be of a special nature. The College reserves the right to substitute courses whenever necessary and in the best interest of the students or the College. Course substitutions may not exceed 25% of the credit hours required for graduation.

CRIMINAL RECORD, DRUG TESTING & HEALTH SCREENING

Affiliating agencies used by selected MCC programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, or co-op experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement.

EVENING PROGRAMS

The College offers evening programs which include many of the credit courses offered during the day, as well as non-credit courses primarily for personal enrichment or occupational upgrading or retraining. Credit courses at night allow the student who must work while attending school the opportunity to coordinate his/her school activities with employment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The release of personal information pertaining to curriculum students is under the general supervision of the Vice President of Student Services. To safeguard the welfare of each student, personal information is given only to authorized individuals as specified in the Family Education Rights and Privacy Act (FERPA) of 1974. The Act provides many safeguards regarding the confidentiality of and access to student records. For more information, consult the MCC Student Handbook.

1. Students may review their educational records by making a written request to the Enrollment Coordinator.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for auditing or accrediting organizations. The Vice President of Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. MCC does not publish or distribute any personally identifiable information unless mandated by legislative action.

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FIRST AID

First aid kits are located in the hallways of all campus facilities. All accidents should be reported to the instructor and to the Student Services Division.

FOOD SERVICE

Food service is available Monday through Thursday at the café in Building 100. The café offers a variety of menu options including daily specials, hot meals, and sandwiches at affordable prices. In addition, vending machines are located in each building on campus.

GRADING SYSTEM

Montgomery Community College uses a grade-point system to determine each student's academic standing. This standing is determined by the Grade-Point Average (GPA). To determine the GPA, numerical values called "grade points" or "quality points" are assigned to each grade. Grade points are assigned for each letter. A letter grade is used to indicate the quality of a student's work in a course. The grading system is listed below.

Grade	Explanation	Quality Points Per Credit Hour
A (93-100)	Outstanding	4
B (86-92)	Above Average	3
C (78-85)	Average	2
D (70-77)	Passing	1
F (Below 70)	Failure	0
AP	Advanced Placement	0
AU	Audit of a Course	0
CE	Credit by Proficiency Exams	0
CT	Credit by Transcript	0
FA	Failure Due to Non-Attendance	0
I	Incomplete	0
NG	No Grade Issued by Instructor	0
P	Passing (used for developmental courses with DMA and DRE prefixes)	0
R	Repeat (used for developmental courses with DMA and DRE prefixes)	0
S	Satisfactory Progress	0
U	Unsatisfactory	0
W	Official Withdrawal	0

An asterisk (*) immediately following a grade indicates that the course is not applicable to the student's current program of study or is a developmental course. These grades are not included in the totals for GPA calculations.

Although quality points are not awarded for marks of AP, CE, and CT, students receiving these grades do earn the appropriate credit hours according to the course's assigned value. A grade of Incomplete (I) will be given when circumstances justify additional time to complete the course. Any incomplete grade not removed by the end of the succeeding term will be changed to a grade of F unless additional time is granted by the instructor. A grade of Incomplete will not be considered for credit hours attempted until the grade is changed by the instructor or is reverted to a grade of F due to lack of proper action by the student. The student will be informed of variations in the grading system during the first week of class. Exception: Special Credit students may be given a grade of W (withdrawal) on the course(s) without officially withdrawing.

GRADE CONTESTING POLICY

All students enrolled in classes at Montgomery Community College have the right to contest grades assigned to them. The following procedures should be followed:

1. Students should schedule an appointment to discuss the matter with the instructor who has assigned the grade and request that the instructor review the basis for the grade. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
2. If not resolved here, the student may present his/her case in writing to the appropriate Program Head.
3. A final review may be made by the Vice President of Instruction in consultation with the Vice President of Student Services and/or all individuals involved. If the grade is declared invalid and set aside, the student may be given a comprehensive examination by the department involved to establish a grade.

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The right to contest a grade expires at the end of the term following the one in which the grade was assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the College, Step One above does not apply. The Grade Contesting Policy should be followed to prevent future academic probation or suspension action. This is the first step in the appeals process for academic probation and suspension policies.

GRADUATION REQUIREMENTS

A student must:

1. Satisfy course requirements by completing at least 25% of the semester credit hours in a degree, diploma or certificate program through instruction offered by the institution awarding the degree.
2. Be enrolled at MCC during the term for which program requirements are completed. This may be waived only when extenuating circumstances exist and with the approval of the Vice President of Student Services and the appropriate instructor.
3. Complete the prescribed courses to meet the minimum number of credit hours required for a degree, diploma, or certificate.
4. Possess a program GPA of at least 2.00.
5. Remove all financial obligations to MCC.

HONORS AND AWARDS

ALL-AMERICAN SCHOLAR PROGRAM: The All-American Scholar program includes students who have earned a 3.30 or higher grade point average. Students are nominated by faculty and Student Services staff.

ALL-USA ACADEMIC TEAM: The All-USA Academic Team includes students who are pursuing an Associate in Arts or Associate in Science degree. Students must have a cumulative grade-point average of not less than 3.25.

DEAN'S LIST: The Dean's List is composed of students who are enrolled for at least 12 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of at least 3.00 in their major for the term with no incomplete grades and no grade lower than a B.

HONORS LIST: The Honors List is composed of students who are enrolled for 6-11 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of at least 3.00 in their major for the term with no incomplete grades and no grade lower than a B.

MINORITY LEADERSHIP AWARDS: MCC Minority Leadership Awards include students who have demonstrated dependability, citizenship, leadership, enthusiasm, responsibility and support of MCC. A minimum grade point average of 3.00 is required. Students are recommended by faculty and Student Services staff.

PHI THETA KAPPA (PTK): The purpose of Beta Xi Omicron Chapter of Phi Theta Kappa at MCC shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of the college. In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the PTK Constitution and Bylaws, each candidate for membership must have completed 12 semester hours of associate degree coursework, with a GPA of 3.5 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship.

PRESIDENT'S LIST: The President's List is composed of students who are enrolled for at least 12 semester hours credit, excluding developmental studies hours and proficiency hours, and earn a GPA of 4.00 in their major for the term with no incomplete grades.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES & COLLEGES: Students are chosen for nomination to Who's Who on the basis of scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to Montgomery Community College, and potential for future achievement.

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HOUSING
The College has no dormitory facilities; therefore, students who need housing must make their own living arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use information posted on student bulletin boards, local newspapers, and a list of local realtors as tools in obtaining housing.

INDEPENDENT STUDY
Students may, if unusual circumstances exist, register for Independent Study in some classes. Students must complete the Application for Independent Study and obtain approval from the supervising instructor, academic advisor, Program Head, and the Vice President of Instruction. Completed applications should be submitted to the Enrollment Coordinator at least one week prior to the student registering. After a student is registered for an independent study class, he/she must arrange a study time with the instructor of the class and must meet with the instructor at least once prior to the 10 percent reporting date for the class. Students not following this procedure will be dropped from the independent study class. The student's registration form may show a scheduled time for independent study. However, the time is used for computer purposes only and may not be the actual time a student is meeting with the instructor. Each meeting time is individually scheduled by the instructor with each student registered for independent study.

The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study. Those students receiving veteran benefits or financial aid may not be eligible for independent study for pay purposes except when approved for special study.

INMATE EDUCATION
Montgomery Community College offers educational programs and courses to the residents of Southern Correctional Institution, the local prison facility.

JOB REFERRAL SERVICES
MCC houses the Montgomery County NCWorks Career Center, a partnership of several agencies that collaborate to bring workforce development and preparedness to individuals in the community at a one-stop-shop location. Partners include Montgomery County Schools, Vocational Rehabilitation, Employment Security Commission, Troy Housing Authority, Richmond County Support Services, Department of Social Services, MCC, and Regional Consolidated Services (Local Area).

ORIENTATION
All new students are expected to participate in an online or face-to-face orientation program. The purpose of orientation is to acquaint the student with the campus, faculty, student leaders, and support services, as well as to discuss policies and regulations of the College. Topics may include: calendar of events, student conduct, academic advising process, financial assistance, veteran benefits, student activities, attendance policy, withdrawal from class or college, grading system, grade reports, refund policy, placement policy, counseling services, transitional studies program, SGA, policies and procedures regarding educational records and privacy of those records, and procedural due process.

REGISTRATION
Courses are offered as outlined in each program area. Each individual must officially register for each course he/she attends. Registration is held at designated times each term as indicated in the Academic Calendar. Student Services will notify new applicants concerning times and other special registration procedures. Registration is complete when all tuition and fees are paid or deferred by the Business Office. No person can participate in or attend any course unless he/she is officially registered. Students attending class for which they are not officially registered will receive neither grade nor semester hour credit for the course. Classes missed due to late registration will be counted as absences.

RELIGIOUS OBSERVANCE
MCC recognizes the existence of diversity in religious beliefs. Out of respect for individual religious convictions, the College will allow two excused days of absence per academic year. At least two weeks prior to the leave, the student must submit in writing to all of his/her instructors for the term what day(s) he/she requests as a religious observance. The student will be given the opportunity to make up any class work, clinical/co-op hours, or tests missed during the excused day(s).

SOCIAL SECURITY NUMBERS
Social Security Numbers are used for the purpose of record and file identification only. Applications submitted without a Social Security Number require additional processing. If you choose not to disclose your SSN, entry of your application may be delayed. In addition, you should be aware that for some purpose (for example tuition tax credit documents such as 1098T and federal financial aid), social security numbers are required.

STANDARDS OF PROGRESS

ACADEMIC STANDARDS OF PROGRESS: Each student is expected to maintain satisfactory academic progress toward a degree, diploma or certificate. At the end of each term, a student's term and cumulative GPA are reviewed. Special standards of progress for Dental Assisting, Medical Assisting, and Practical Nursing students are published in the respective handbooks for these majors. Standards for students enrolled in allied health programs supersede standards for students enrolled in other programs at MCC.

GRADE POINT AVERAGE (GPA) TO DETERMINE STANDARDS OF PROGRESS: The GPA is computed by dividing the total quality points earned by the total credit hours attempted. To satisfy graduation requirements, a 2.00 program GPA is required for all degree, diploma, and certificate programs. When a student's term GPA falls below 2.0, the appropriate action(s), as described below, will be taken.

ACADEMIC ALERT: If a student's term GPA falls below 2.0, the student will be placed on academic alert. Academic alert is a non-punitive intervention that serves to alert the student, the counselor, and instructors to potential academic issues. Students on academic alert must discuss their academic status with their faculty advisor or other designated college staff member. If the term GPA improves at the end of the next term, the student returns to a good standing status.

ACADEMIC PROBATION: A student whose term GPA remains below a 2.0 for two consecutive terms will be placed on academic probation. Students on academic probation are required to consult with the counselor and may be required to reduce their course load, repeat courses, or register for foundational studies classes to strengthen their educational background. Students failing to see a counselor by the end of the term in which they are notified of probationary status will not be allowed to re-enroll for the next term. Students may remove themselves from academic probation by reestablishing the minimum GPA standing for credit hours attempted.

ACADEMIC SUSPENSION: A student whose term GPA remains below a 2.0 for a third consecutive term will be placed on academic suspension for one term. Students on suspension may register for Continuing Education courses, but may not register for curriculum courses during the suspension period unless approved by the counselor. At the discretion of the counselor and with concurrence of the appropriate advisor, students may request a waiver of the one term suspension to continue their studies, provided the counselor and advisor determine the need for additional time for proper adjustment to the academic environment. Suspended students who request and receive approval to register must adhere to the requirements established by the counselor.

For pay purposes, veterans and financial aid recipients may not be continued in certified status beyond one term while below the standards of progress required to graduate without special counseling and approval. The counselor and the student's academic advisor will determine specific guidelines for the removal of academic deficiencies and the conditions for the student to continue his/her program of study.

APPEALS PROCESS FOR ACADEMIC PROBATION & SUSPENSION: Students who wish to appeal the suspension status may do so by submitting a written request to the Vice President of Student Services. The appeal should include a realistic plan for working toward achieving good academic standing, recognition of the issues that may have led to the student's academic struggles, and a strategy to resolve those issues. The Vice President and a team of other involved college staff (counselor, academic advisor, program head, etc.) will review the appeal and notify the student of their decision.

REINSTATEMENT FROM ACADEMIC SUSPENSION: After the suspension period has ended, the student may once again enroll in curriculum courses at the college. The re-admitted student will continue to be on academic probation until his/her cumulative GPA has improved to the required level. Upon their return, students must take the appropriate course work determined by the counselor and academic advisor and may be subject to dismissal for one academic year for that particular program of study if they fail to meet conditions stipulated. Entry into another program of study during a suspension period may be approved only by the counselor. No student may be reinstated from academic suspension more than twice over any consecutive three year period in the same program of study.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

Title IV regulations require that each student receiving federal aid maintain satisfactory academic progress. Satisfactory progress is measured by both a qualitative and a quantitative standard. The MCC SAP is outlined below and measures **all credits** included in a student's academic history; includes all MCC college credits – those taken while still enrolled in high school, transfer credits, & remedial credits – regardless of whether financial aid has been previously received. *Remedial credit will not be counted in a student's completion rate or 150% calculation, only in GPA.

Increment 1: 0 - 24 credit hours attempted (measured at the end of the semester)

Completion rate required:	60%	Your current progress:_____
Required GPA:	1.75	Your current progress:_____

Increment 2: 25+ credit hours attempted (measured at the end of the semester)

Completion rate required:	67%	Your current progress:_____
Required GPA:	2.00	Your Current Progress _____

The financial aid GPA/completion rate may differ from the GPA on the student's academic record due to the addition of remedial coursework. The SAP calculation is based on the financial aid GPA/completion rate. There are no exceptions.

Financial Aid Terms and Conditions

Both a Quantitative (cumulative completion rate) and Qualitative (cumulative GPA) standard must be maintained to receive aid. The cumulative completion rate is calculated by dividing the completed credit hours by the attempted credit hours. SAP will be evaluated each semester after grades have been recorded by the registrar. Successfully completed grades are A, B, C, D, P, S, CE; unsuccessful grades are F, FA, R, RA, I, W, AU, NA. All students receiving aid must successfully meet the required standards for each increment listed above. Failure to meet these standards may impact the student's eligibility for financial aid and ability to register. For purposes of rounding, students who receive a completion rate of 66.5% or higher are considered to have met the 67% completion rate requirement.

150 PERCENT RULE: Students are only allowed to attempt a limited number of credit hours under federal financial aid guidelines. All aid is terminated once a student has attempted 150% of the required number of hours in their program of study or it becomes apparent that they cannot complete the program within the 150% limit. This regulation applies to all students, including those that have not previously received aid. For example, if the degree requires 70 hours to complete, the 150% maximum timeframe would be 105 attempted hours. For diploma students, if the diploma requires 40 hours to complete, the maximum timeframe would be 60 attempted semester hours. Up to thirty (30) hours of remedial coursework will not be included in this calculation. Students must make other arrangements to pay their educational costs if their financial aid is terminated. Students pursuing a second major after graduation may be considered for appeal. REMINDER: All attempted credits count toward the 150% point even if they are not included in your current active curriculum.

LIMITS ON FINANCIAL AID ELIGIBILITY: Students who are enrolled in two concurrent curriculum programs (major/minor) will receive funding for eligible classes in their primary program (major). An exception occurs if the student is completing their primary program and is beginning another curriculum program during the same semester. In that case, the student will receive funding for both curriculum programs for that semester only. All additional curriculums must be approved by appeal from the Financial Aid Office.

A student may receive aid for up to two (2) one-year diplomas or two (2) associate degrees. After a student has completed two degrees, two diplomas, or one degree and one diploma they are no longer eligible to receive financial aid at MCC. Note: Certificates not leading to a diploma or degree count as one completed degree.

REMINDER: After receiving financial aid for 12 full time semesters students will no longer be eligible for aid from the federal government.

WITHDRAWAL: All courses attempted are used in calculating the SAP. Withdrawals (W) and grades of F, AU, FA, R, RA, and I (Incomplete) count as hours attempted, but do not count towards successfully completed hours. If a student changes curriculums, all of the courses previously attempted will apply to the current SAP calculation. Grades of F, FA, R, and RA affect the student's GPA. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements.

Curriculum Information & Policies

ACADEMIC AMNESTY: Academic progress regulations do not provide for the concept of academic amnesty whereby students apply to have credits attempted or grades earned excluded from the institution's GPA calculation. All credits attempted and grades earned will be included in the student's GPA and pace of progression standards.

TRANSFER CREDITS: In addition to being factored into the completion rate requirement as attempted and completed credits, a student's maximum time to receive financial aid will also be reduced by the equivalent transfer of credit hours towards his/her degree. Transfer credit is determined by the registrar. Credits needed for the current curriculum will be added to the transcript at the time of admission to MCC. Each time the curriculum changes the registrar will reevaluate all transcripts on file to determine what new courses could be counted towards graduation. Once transfer credits have been added they will not be removed.

WARNING: A student is placed on warning when SAP is not maintained. A student on warning may receive financial aid for their next enrollment term, but must return to satisfactory academic progress within the allowed term or the student will be terminated from financial aid eligibility. Students who are ineligible for aid under the 150% rule do not qualify for a warning period.

WARNING NEAR MAXIMUM TIMEFRAME: Students who have attempted approximately 80% of the maximum allowable credit hours for their program of study will be considered Warning Near Maximum Timeframe. At this point all credits are reviewed to determine if enough hours remain to complete the degree. All aid is terminated once a student has attempted 150% of the required number of hours in their program of study or it becomes apparent that they cannot complete the program within the 150% limit.

MAXIMUM TIMEFRAME: Students who have attempted the maximum allowable credit hours, 150%, of their program of study will have their financial aid suspended. Students have the right to appeal.

SUSPENSION/REGAINING ELIGIBILITY FOR AID: Students on a warning status who fail to meet the standards outlined above are ineligible for aid. Excepting an approved appeal request, the only manner by which a student may regain eligibility is by completing classes at their own expense and achieving the minimum SAP requirements.

APPEAL: All students are eligible to appeal their financial aid suspension status in writing to the Financial Aid Office. To appeal, the student must complete and return the appeal form found on our website or in our office to the Financial Aid Office. All supporting documentation must be attached or the appeal will not be accepted. Appeals are presented to the Financial Aid Committee for adjudication. The student will be notified by email/mail. All aid remains terminated until the student receives notification that the appeal was approved for the next period of enrollment and the student agrees in writing to the conditions of appeal. Appeals are granted only in documented cases of serious illness, death of an immediate family member, natural disaster, or other traumatic episode.

PROBATION: If a status of Suspension is appealed and approved, a status of Probation is assigned. This status requires students to maintain both a term GPA greater than or equal to 2.5, a term completion rate equal to 100% and to comply with all conditions of appeal. In order to achieve a completion rate equal to 100%, a student must successfully complete each course enrolled for the term. If a student withdraws or fails a course during a term dropping the term completion rate below 100%, does not maintain a term GPA greater than or equal to 2.5, or meet all conditions of appeal agreed upon in writing, the appeal is terminated and the student will receive a terminated status. Once a student receives a termination status they are no longer eligible to appeal without regaining eligibility first.

REMEDIAL CLASSES: Remedial classes count toward the financial aid GPA calculation. Students may receive aid for 30 remedial credit hours only. If one or more modules of a remedial math shell is passed, but the complete shell is failed the student will be charged again for a total shell when they register. The financial aid GPA/Completion rate may differ from the GPA on the student's academic record due to the addition of remedial coursework. The SAP calculation is based on the financial aid GPA/Completion rate. There are no exceptions. *Up to 30 hours of remedial coursework will be excluded from the 150% maximum timeframe calculation.

REPEATING COURSES: Repeating a course is allowed when the student fails to earn a passing grade. However, repeating a course counts as another attempt, which could negatively affect a student's SAP. Please note: A student may repeat a course one time in which they received a passing grade.

Curriculum Information & Policies

COURSES OUTSIDE THE CURRICULUM: It is the student's responsibility to register for courses in their program of study. Award amounts are based only on courses in a student's program of study.

CLOCK HOUR PROGRAMS: Students enrolled in clock hour programs (e.g. BLET) will have SAP evaluated at the end of each payment period. At the time of review, students must have successfully completed both the clock hours and weeks of instructional time required for the payment period. Maximum Timeframe is measured in cumulative clock hours required to complete the program and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.) For example, if the program is 1200 clock hours and meets 30 clock hours per week, that means the program is 40 weeks in length. 150% of 40 weeks is 60 weeks. A student may receive aid while enrolled in this program for up to 60 weeks to complete the 1200 clock hours required for graduation.

CLOCK HOUR CONVERTED PROGRAMS FOR PAYMENT: Awards will be modified for all diploma programs that do not lead to an associate degree (Basic Law Enforcement Training, Dental Assisting, Practical Nursing, Taxidermy). If a student is in a clock hour converted program and attends courses in both mini-semesters, payment is made for the cumulative total of hours for the semester. Clock hour conversions always round down to the closest whole number and payment is made on that number (ex: 5.1 + 6.4 = 11.5 is paid 11).

MINIMESTER PAYMENT: A student must register upfront for every class the term for which they wish to receive financial aid. Students will be paid after the first applicable census date for the amount of hours they are enrolled in, have attended, and have actively participated in, through the published 10% of the term. The student's aid will be adjusted to pay the amount of current enrollment at this point. Final financial aid amounts will not be credited to a student account before the 10% census date. If a student has registered up front for a minimester course, they will be paid for it after attendance has been verified. No additional awards will be made for the term if a class is added after the first applicable census date. Likewise, students who fail to complete the entire term may be subject to an overpayment.

NOTICE: ***Responsibility for registering for courses in one's program of study, monitoring the progression toward graduation, and avoiding SAP ineligibility lies with the student***. When students enroll at MCC, they choose their course of study and have ready access to the course requirements. While MCC provides advisement and counseling to students in an effort to facilitate a student's educational interests and goals, this SAP policy is mandated by the federal government and may not be altered, ignored, or regulated on the grounds of improper or misinterpreted advisement.

All notices regarding academic progress for financial aid purposes will be sent to the email address found on the student's current FAFSA application. The student is responsible for monitoring this mailbox and/or updating their email address on the FAFSA.

The Financial Aid Office may adjust the student's award amount, pending changes in eligibility status or the availability of federal/state funds. The Financial Aid Office will certify the student's enrollment status at the end of the drop/add period for each semester. All awards will be adjusted at this time to reflect the student's actual enrollment status. If the student registers for classes they must officially drop the class(es) before the first day of class or they may be responsible for all charges incurred. Not all certificate programs are eligible for financial aid.

SUMMER SESSION: Credit hours attempted and completed during a summer session are included in the calculation of SAP. State funded financial aid is not available during summer session. Award amounts are based on full-time attendance for the fall and spring terms and will be pro-rated according to the number of registered hours. Summer aid is not available for students that attend full time fall and spring terms.

Students are required to notify the financial aid office if they receive financial assistance such as a scholarship, grant, or loan from an outside source since this may affect their eligibility for financial aid. The student must also notify the financial aid office if they change their name, address, phone number or email. The College will use the student's financial aid funds to pay for outstanding tuition, fees, books and other charges incurred. Remaining funds will be disbursed during the semester. If the student receives aid they are not entitled to, it will be their responsibility to repay those funds. If a student is taking classes at two different colleges they can only receive aid at one college.

REPAYMENT OF TITLE IV FUNDS POLICY: Financial aid recipients who completely withdraw (officially/unofficial instructor drop/administrative drop) or fail to actively participate in all of their classes on or prior to the 60% point of the academic

term will be subject to repayment terms (Return of Title IV funds policy) as outlined by the Department of Education. Simply logging into an online class does not count as participation. If disbursement has already been made to the student, it is the student's responsibility to repay all funds due to MCC and/or the Department of Education. Federal regulations require a formula be used based on number of calendar days in the term and the number of days of active participation by the student before withdrawal to determine how much financial aid was 'earned' by the student. The difference between aid disbursed and aid earned will be used to calculate how much the student must repay. For complete information please visit our website: **https://www.montgomery.edu/financial-aid-handbookprocedures/penaltiesrepayment**.

STUDENT ATTIRE

Montgomery Community College frequently has prospective students, employers, legislative representatives, and other visitors on campus. Therefore, although MCC students may dress informally, they are encouraged to be clean and dress properly. To ensure safety and to minimize disruptions to other students, shirts and shoes are required at all times.

STUDENT CONDUCT

All students and staff have the right to a safe, peaceful, and honest educational environment. Therefore when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the Student Code is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits. The Student Code is directed toward breeches of the Articles of Student Conduct as set forth in the Student Handbook.

STUDENT GOVERNMENT ASSOCIATION (SGA)

All curriculum students at MCC are members of the Student Government Association (SGA) and have the opportunity to participate in the organization and control of student affairs. The SGA is the official governing agency representing the students. Students receive experience in responsible citizenship through participation in SGA activities. Activities such as sports, dances, picnics, socials, and student publications are supervised and approved by the SGA, the SGA advisor, and the Vice President of Student Services, as well as the President's Administrative Cabinet at the College.

SGA Clubs & Organizations. There are various clubs and organizations at MCC for students to join. Each club/organization has a faculty or staff advisor and an elected representative to the Student Government Association. More information on each club is available in the Student Handbook. MCC clubs/organizations are:

Alpha Beta Chi (Early Childhood) Club
Criminal Justice Club
Dental Assisting Club
Electrical/Electronics Club
Forestry Club
Gunsmithing Society
Human Services Club
Medical Assisting Club
Minority Male Mentoring Club
Phi Beta Lambda (PBL)
Phi Theta Kappa (PTK)
Pottery Club
Practical Nursing Club
Student Ambassadors
Trailblazers Shooting Team
Veteran's Club

STUDENT LIFE

Students at Montgomery Community College have specific educational needs. They are learning a trade; learning for advancement on a present job; learning to read; expressing themselves on paper or on canvas; preparing to enter a four-year college; preparing for a new career; and learning because of intellectual curiosity. Some are employed full-time; some part-time; and some are unemployed or retired. Many have family and job responsibilities. From this diversity of people, comes one common factor – each is an individual with a desire to learn.

MCC offers a formal education in a relaxed atmosphere. Classrooms and restrooms are designed to be easily accessible to handicapped students. The café dining room in Building 100 is available where students may eat, relax, and visit with each other. Students may also gather in the Outpost Student Union to enjoy a game of pool or ping pong or just relax in the soft-seating lounge area. Outside the Outpost, students may choose to participate in a game of volleyball or basketball on the courts provided for those sports.

STUDENT RIGHTS & RESPONSIBILITIES

By entering classes at MCC, students take upon themselves certain responsibilities and obligations that include an honest attempt to academic performance and social behavior consistent with the lawful purpose of the College. Students maintain

all legal rights of citizenship while enrolled and are expected to remember that they are present in a democratic and collegiate environment.

The reputation of the College rests upon the shoulders of students, as well as on the administration, staff, and faculty, and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus. Additionally, all students are responsible for the completion of their academic program. They must also maintain the required grade point average, know their academic standing, and meet all graduation requirements. Advisors and counselors are available to assist students, but final responsibility for program requirements rests with the student.

TRANSCRIPTS

Upon written request, the College will provide students with copies of their academic and financial aid transcripts. Students may receive or have transmitted copies of transcripts only on themselves. MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act in any of the following situations: (1) the student has an unpaid financial obligation to the College; (2) the student has an overdue library book(s), equipment, or materials belonging to the College; or (3) there is an unresolved disciplinary action against the student.

TRANSFER OPPORTUNITIES

COMPREHENSIVE ARTICULATION AGREEMENT: In an effort to simplify and facilitate transfer of credit between community colleges and the University of North Carolina System, the University's Board of Governors and the North Carolina Community College System have developed and approved a Comprehensive Articulation Agreement (CAA). This agreement addresses the transfer of students between institutions in the North Carolina Community College System and from that system to constituent institutions of the University of North Carolina. The CAA applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina System. CAA courses are identified in the Course Descriptions section of the College Catalog. Students must earn a grade of C or better for courses to transfer as part of the CAA.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC): The latest revision of the CAA identifies a set of courses which are universally transferable to all UNC institutions as part of the Universal General Education Transfer Component (UGETC). If a student obtains a grade of C or above in a UGETC course, the course is guaranteed to transfer from any community college to any of the UNC institutions for general education credit.

ARTICULATION AGREEMENTS WITH OTHER PUBLIC AND PRIVATE INSTITUTIONS: Many private colleges and universities also accept courses for transfer credit and have their own means of evaluating the appropriateness of transfer credit. The receiving institution is the final authority regarding transfer credit. Students are advised to consult the Director of Academic Advising and the Admissions Office at the senior institution for additional information.

TUTORIAL SERVICES

The College provides tutorial services for those students who may be at risk of failing a course. Students interested in receiving or providing tutorial assistance should consult with Director of Foundational Studies. Final authorization for tutorial services lies with the Vice President of Instruction and Vice President of Student Services. The referral process may occur through (1) ***Instructor or Counselor Referral*** -The instructor or counselor may refer a student for tutorial services based on the individual's academic performance in class. Or (2) ***Student Referral*** -The student may refer themselves for tutorial services if they feel that they do not have a clear understanding of the course content, based on the results of the instructor's academic assessment.

UNOFFICIAL DROP BY INSTRUCTOR

To receive credit for a course, a student must attend a minimum of 80% of class and 80% of lab hours; some programs have stricter attendance policies. When a student has missed two consecutive classes, the instructor will notify the counselor who will then conduct follow-up procedures in an attempt to determine the reason for the student's absences. For students who are nearing the maximum number of allowable absences, an instructor must submit an Unofficial Drop Notice by Instructor. A student may also be dropped from a course for disciplinary reasons.

A student dropped for excessive absences or other reasons may submit an appeal to the Vice President of Instruction and request readmission to the class. The Vice President and the appropriate instructor will review the facts of the appeal, such as the reason for the absences and whether or not the student communicated with the instructor. Based on the results of

the review, the Vice President will make the final determination concerning readmission. The grade issued for classes from which the student has been unofficially dropped is F; students may remove the grade of F by following the Official Withdrawal procedures.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College or from an individual course should complete an official withdrawal form in Student Services. A student is not officially withdrawn until he/she processes a formal withdrawal form with the Enrollment Office. The effective date of withdrawal is the date the Enrollment Office receives the form. All required signatures should be obtained as indicated on the form. This will protect the student's scholastic standing, his/her right to reenroll, and transfer credits. No student will be allowed to officially withdraw from any classes after the term has ended.

Failure to officially withdraw may result in a grade of F or FA (failure due to attendance issues) for the student on all courses for which he/she is enrolled. If a student completes the official withdrawal process, the student may be given a grade of W for his/her class(es). Quality points will not be computed nor credit given. A student who withdraws from a course or the College after the 75% point of the term may be given a grade of F/FA on all courses. Quality points will be computed unless the withdrawal is due to circumstances beyond the student's control. When extenuating circumstances exist, the Vice President of Student Services must approve the waiver of the grade of F/FA.

Curriculum Programs of Study

Associate in Arts (AA)
An Associate in Arts degree consists of a minimum of 60 semester hours of credit (SHC). The program is designed to parallel the freshman and sophomore level course work at a four-year college or university and to transfer toward a baccalaureate degree. The college transfer program is part of the Comprehensive Articulation Agreement. This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the institutions of the University of North Carolina System. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Associate in Applied Science (AAS)
An Associate in Applied Science degree consists of 64-76 SHC. Curriculum programs of study leading to an AAS degree are composed of collegiate level studies and are designed to prepare students for employment as technicians in semi-professional fields. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Associate in General Education (AGE)
The Associate in General Education degree consists of 64-65 SHC. The AGE curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Associate in Science (AS)
An Associate in Science degree consists of a minimum of 60 semester hours of credit (SHC). The program is designed to parallel the freshman and sophomore level course work at a four-year college or university and to transfer toward a baccalaureate degree. The college transfer program is part of the Comprehensive Articulation Agreement. This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the institutions of the University of North Carolina System. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Diploma and Certificate Programs
A diploma program consists of 36-48 SHC; a certificate program consists of 12-18 SHC. These curricula are designed to prepare students for skilled or semi-skilled employment in a specific occupation. Diploma and/or certificate options are offered in some AAS degree programs, and credits earned from these options may be applied toward the higher level credential. These options are noted in the individual program sections of this catalog.

Curriculum Programs of Study

Foundational Studies

Foundational studies courses are designed to ensure student success in academic course work. These courses are scheduled for students who need college preparatory course work according to placement scores and who need to complete course requirements for entry into a specific curriculum. Foundational studies courses provide students with assistance through various instructional methodologies including computer-assisted instruction, classroom presentations, cooperative learning, tutoring to supplement the classroom experience, and peer-assisted review sessions. Classes may be offered in a classroom or laboratory setting and may incorporate multimedia materials to enhance the learning process. Foundational courses begin with course number of "0" (i.e. DRE 097). Tuition fees apply to these courses, and the courses carry credit hours; however, the credits earned in these courses do not apply to the credit hours required for graduation in degree programs of study.

Programs of Study

Accounting
Air Conditioning, Heating, & Refrigeration Technology
Associate in Arts
Associate in General Education
Associate in Science
Basic Law Enforcement Training
Business Administration
Computer Technology Integration
Criminal Justice Technology
Foodservice Technology (offered only at Southern Correctional Institution)
Dental Assisting
Early Childhood Education
Electrical Systems Technology
Forest Management Technology
Gunsmithing
Human Services Technology
Human Services Technology: Developmental Disabilities
Hunting & Shooting Sports Management
Infant/Toddler Care
Medical Assisting
Metal Engraving
Office Administration
Practical Nursing
School-Age Care — e. closed 10/13/15
Taxidermy

ACCOUNTING

(D25100)

Diploma/Certificate

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
+ *	ACC	120	Principles of Financial Accounting		3	2	4
*	BUS	240	Business Ethics		3	0	3
+ *	CIS	111	Basic PC Literacy		1	2	2
*	ENG	111	Writing & Inquiry	P/C	3	0	3
*	OST	130	Comprehensive Keyboarding		2	2	3
			Total		**12**	**6**	**15**
Spring Semester (First Year)							
+ *	ACC	121	Principles of Managerial Accounting	P/C	3	2	4
+ *	ACC	129	Individual Income Taxes		2	2	3
*	BUS	115	Business Law I		3	0	3
*	BUS	121	Business Math		2	2	3
*	CTS	130	Spreadsheet	P/C	2	2	3
			Total		**12**	**8**	**16**
Fall Semester (Second Year)							
*	Economics elective: Take ECO 251 or ECO 252.				3	0	3
	ECO	251	Principles of Microeconomics **or**				
	ECO	252	Principles of Macroeconomics				
*	MAT	110	Math Measurement & Literacy	P/C	2	2	3
			Total		**5**	**2**	**6**
Spring Semester (Second Year)							
+ *	ACC	140	Payroll Accounting	P/C	1	2	2
+ *	ACC	150	Accounting Software Applications	P/C	1	2	2
			Total		**2**	**4**	**4**

*** Total Semester Hours Required for Accounting Diploma: 41**

+ Total Semester Hours Required for Accounting Certificate: 17

Special Note: P/C indicates prerequisite or corequisite course required; see Course Descriptions in College Catalog for specific course information.

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

(A35100)

A.A.S. Degree/Diploma/Certificates

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

Day Program

A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
@# + *	AHR	110	Intro to Refrigeration		2	6	5
+ *	AHR	111	HVACR Electricity **or**		2	2	3
	ELC	112	DC/AC Electricity		2	6	5
@# + *	AHR	113	Comfort Cooling		2	4	4
@# + *	AHR	160	Refrigeration Certification		1	0	1
*	AHR	211	Residential System Design		2	2	3
			Total		**9**	**14/18**	**16/18**
Spring Semester (First Year)							
@ *	AHR	112	Heating Technology		2	4	4
@# *	AHR	114	Heat Pump Technology	P/C	2	4	4
+ *	AHR	133	HVAC Servicing	P/C	2	6	4
# *	AHR	151	HVAC Duct Systems I		1	3	2
*	AHR	213	HVAC Building Codes		1	2	2
			Total		**8**	**19**	**16**
Summer Session (First Year)							
*	ENG	111	Expository Writing	P/C	3	0	3
*	PSY	150	General Psychology		3	0	3
			Total		**6**	**0**	**6**
Fall Semester (Second Year)							
	AHR	130	HVAC Controls	P/C	2	2	3
	AHR	212	Advanced Comfort Systems	P/C	2	6	4
	CIS	111	Basic PC Literacy		1	2	2
	ENG	114	Professional Research & Reporting	P/C	3	0	3
			Total		8	**10**	**12**
Spring Semester (Second Year)							
	AHR	180	HVACR Customer Relations		1	0	1
	BUS	280	REAL Small Business		4	0	4
	ELC	117	Motors & Controls		2	6	4
	HUM	110	Technology & Society		3	0	3
	MAT	121	Algebra/Trigonometry I	P/C	2	2	3
			Total		**12**	**8**	**15**

Total Semester Hours Required for AC, Heating, & Refrigeration Technology A.A.S. Degree:	**65/67**
* **Total Semester Hours Required for AC, Heating, & Refrigeration Technology Diploma:**	**38**
+ **Total Semester Hours Required for Air Conditioning Certificate:**	**17**
# **Total Semester Hours Required for Heat Pump Certificate:**	**16**
@ **Total Semester Hours Required for Heating Certificate:**	**18**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

ASSOCIATE IN ARTS
(A10100)
A.A. Degree

ASSOCIATE IN SCIENCE
(A10400)
A.S. Degree

The Associate in Arts and the Associate in Science degrees shall be granted for planned programs of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses in each degree. Within these degree programs, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts or associate in science programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Curriculum Programs of Study

ASSOCIATE IN ARTS

Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

Total General Education Hours Required: 45 semester hours credit (SHC)

A. ♦ Universal General Education Transfer Component (UGETC) = 31-32 SHC

All Universal General Education Transfer Component courses will transfer for equivalency credit.

♦ English Composition – 6 SHC

* ENG 111 Writing & Inquiry
* ENG 112 Writing/Research in the Disciplines

♦ Humanities/Fine Arts/Communications – 9 SHC

Select **three** courses from at least **two** different disciplines: ART, COM, ENG, MUS, PHI

ART	111	Art Appreciation	COM	231	Public Speaking	MUS	110	Music Appreciation
ART	114	Art History Survey I	* ENG	231	American Literature I	* PHI	215	Philosophical Issues
ART	115	Art History Survey II	* ENG	232	American Literature II	* PHI	240	Intro to Ethics

♦ Social/Behavioral Sciences – 9 SHC

Select **three** courses from at least **two** different disciplines: ECO, HIS, POL, PSY, SOC

ECO	251	Principles of Microeconomics	HIS	112	World Civilizations II	POL	120	American Government
ECO	252	Principles of Macroeconomics	HIS	131	American History I	PSY	150	General Psychology
HIS	111	World Civilizations I	HIS	132	American History II HIS	SOC	210	Intro to Sociology

♦ Math – 3-4 SHC – Choose from the following courses.

* MAT 143 Quantitative Literacy
* MAT 152 Statistical Methods I (4 shc)
* MAT 171 Precalculus Algebra (4 shc)

♦ Natural Sciences – 4 SHC – Choose from the following courses.

BIO 111 General Biology I (4 shc)
* CHM 151 General Chemistry I (4 shc)

B. Additional General Education Hours – 13-14 SHC

Take 13-14 additional semester hour credits from the UGETC *courses listed above* or *from the following general education courses*. Students should select these courses based on their intended major and transfer university.

* BIO	112	General Biology II (4 shc)	* MAT	172	Precalculus Trigonometry (4 shc)	REL	211	Intro to Old Testament
* CHM	152	General Chemistry II (4 shc)	* MAT	263	Brief Calculus (4 shc)	REL	212	Intro to New Testament
CIS	110	Intro to Computers	* MAT	271	Calculus I (4 shc)	REL	221	Religion in America
* CIS	115	Intro to Prog & Logic	* MAT	272	Calculus II (4 shc)	SOC	213	Sociology of the Family
COM	110	Intro to Communication	* PSY	237	Social Psychology	SOC	220	Social Problems
DRA	111	Theatre Appreciation	* PSY	241	Developmental Psychology	SOC	240	Social Psychology
* ENG	114	Prof Research & Reporting	* PSY	281	Abnormal Psychology	SPA	111	Elementary Spanish I
HUM	110	Technology & Society	REL	110	World Religions	* SPA	112	Elementary Spanish II
HUM	150	American Women's Studies	REL	111	Eastern Religions			

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

C. Other Required Hours = 15 SHC

(1) Academic Transition – 1 SHC

Required: ACA 122 College Transfer Success

(2) Additional Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

	ACC	120	Princ of Financial Accounting (4 shc)		CJC	121	Law Enforcement Operations
*	ACC	121	Princ of Managerial Accounting (4 shc)		HEA	110	Personal Health/Wellness
	BIO	155	Nutrition		PED	110	Fit & Well for Life (2 shc)
*	BIO	165	Anatomy & Physiology I (4 shc)		PED	117	Weight Training I (1 shc)
*	BIO	166	Anatomy & Physiology II (4 shc)		PED	118	Weight Training II (1 shc)
	BIO	275	Microbiology (4 shc)		PED	122	Yoga I (1 shc)
	BUS	110	Intro to Business	*	PED	123	Yoga II (1 shc)
	BUS	115	Business Law		PED	128	Golf, Beginning (1 shc)
	BUS	137	Principles of Management		PED	145	Basketball, Beginning (1 shc)
	CJC	111	Intro to Criminal Justice		PED	171	Nature Hiking (1 shc)

Total Semester Hours Credit required in program = 60-61• (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

• One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

* An asterisk indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.

Notes:

1. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or aft transfer to the senior institution.
2. All degree graduates of Montgomery Community College must demonstrate competency in the basic use of computers. To satisfy this requireme students may utilize one of the following three options:
   a. Provide evidence of computer courses taken in high school or at another college;
   b. Take a computer course at MCC; or
   c. Take the MCC Computer Competency Test.

Total Semester Hours Required for Associate in Arts (AA) Degree: 60-61

ASSOCIATE IN SCIENCE

Associate Degree

An asterisk (*) indicates that a prerequisite/corequisite course is required; see your advisor for specific course information. Each course carries 3 shc unless otherwise noted in parentheses following the course title.

Total General Education Hours Required: 45 semester hours credit (SHC)

A ♦ Universal General Education Transfer Component (UGETC) = 31-32 SHC

All Universal General Education Transfer Component courses will transfer for equivalency credit.

♦ **English Composition – 6 SHC**

* ENG 111 Writing & Inquiry
* ENG 112 Writing/Research in the Disciplines

♦ **Humanities/Fine Arts/Communications – 6 SHC**

Select **two** courses from **two** different disciplines: ART, COM, ENG, MUS, PHI

ART	111	Art Appreciation	COM	231	Public Speaking	MUS	110	Music Appreciation
ART	114	Art History Survey I	* ENG	231	American Literature I	* PHI	215	Philosophical Issues
ART	115	Art History Survey II	* ENG	232	American Literature II	* PHI	240	Intro to Ethics

♦ **Social/Behavioral Sciences – 6 SHC**

Select **two** courses from **two** different disciplines: ECO, HIS, POL, PSY, SOC

ECO	251	Principles of Microeconomics	HIS	112	World Civilizations II	POL	120	American Government
ECO	252	Principles of Macroeconomics	HIS	131	American History I	PSY	150	General Psychology
HIS	111	World Civilizations I	HIS	132	American History II HIS	SOC	210	Intro to Sociology

♦ **Math – 8 SHC** – Choose two courses from the following list.

*	MAT	171	Precalculus Algebra (4 shc)	*	MAT	263	Brief Calculus (4 shc)
*	MAT	172	Precalculus Trigonometry (4 shc)	*	MAT	271	Calculus I (4 shc)

♦ **Natural Sciences – 8 SHC** – Choose two courses from the following list.

	BIO	111	General Biology I (4 shc)	*	CHM	151	General Chemistry I (4 shc)
*	BIO	112	General Biology II (4 shc)	*	CHM	152	General Chemistry II (4 shc)

B. Additional General Education Hours – 11 SHC

Take 11 additional semester hour credits from the UGETC *courses listed above* or *from the following general education courses*. Students should select these courses based on their intended major and transfer university.

*	CIS	110	Intro to Computers *		MAT	152	Statistical Methods I		REL	212	Intro to New Testament
*	CIS	115	Intro to Prog & Logic	*	MAT	272	Calculus II (4 shc)		REL	221	Religion in America
	COM	110	Intro to Communication	*	PSY	237	Social Psychology		SOC	213	Sociology of the Family
	DRA	111	Theatre Appreciation	*	PSY	241	Developmental Psychology		SOC	220	Social Problems
*	ENG	114	Prof Research & Reporting	*	PSY	281	Abnormal Psychology		SOC	240	Social Psychology
	HUM	110	Technology & Society		REL	110	World Religions		SPA	111	Elementary Spanish I
	HUM	150	American Women's Studies		REL	111	Eastern Religions	*	SPA	112	Elementary Spanish II
*	MAT	143	Quantitative Literacy		REL	211	Intro to Old Testament				

Total General Education Hours Required = 45 SHC (A. UGETC + B. Additional General Education)

Curriculum Programs of Study

C. Other Required Hours = 15 SHC

(3) Academic Transition – 1 SHC

Required: ACA 122 College Transfer Success

(4) Additional Hours – 14 SHC

Take 14 additional semester hours of credit from the *courses listed above or from those listed below*. Students should select these courses based on their intended major and transfer university.

	ACC	120	Princ of Financial Accounting (4 shc)
*	ACC	121	Princ of Managerial Accounting (4 shc)
	BIO	155	Nutrition
*	BIO	165	Anatomy & Physiology I (4 shc)
*	BIO	166	Anatomy & Physiology II (4 shc)
	BIO	275	Microbiology (4 shc)
	BUS	110	Intro to Business
	BUS	115	Business Law
	BUS	137	Principles of Management
	CJC	111	Intro to Criminal Justice
	CJC	121	Law Enforcement Operations
	HEA	110	Personal Health/Wellness
	PED	110	Fit & Well for Life (2 shc)
	PED	117	Weight Training I (1 shc)
	PED	118	Weight Training II (1 shc)
	PED	122	Yoga I (1 shc)
*	PED	123	Yoga II (1 shc)
	PED	128	Golf, Beginning (1 shc)
	PED	145	Basketball, Beginning (1 shc)
	PED	171	Nature Hiking (1 shc)

Total Semester Hours Credit required in program = 60-61• (A. UGETC + B. Additional Gen Ed Hrs + C. Other Required Hrs)

• One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.

* An asterisk indicates that a prerequisite/corequisite course is required; see your advisor for specific course information.

Notes:

3. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or a transfer to the senior institution.
4. All degree graduates of Montgomery Community College must demonstrate competency in the basic use of computers. To satisfy this requirem students may utilize one of the following three options:
   a. Provide evidence of computer courses taken in high school or at another college;
   b. Take a computer course at MCC; or
   c. Take the MCC Computer Competency Test.

Total Semester Hours Required for Associate in Science (AS) Degree: 60-61

ASSOCIATE IN GENERAL EDUCATION

(A10300)

Associate Degree

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

General Education Core – 15 SHC total

Note: Courses may have prerequisites or corequisites; see your advisor for more information.

English Composition – 6 SHC

Humanities/Fine Arts – 3 SHC
Students may select courses from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion.

Social/Behavioral Sciences – 3 SHC
Students may select courses from the following discipline areas: economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics – 3 SHC

Natural Sciences
Students may select courses from the following discipline areas: biology or chemistry.
or
Mathematics
Students may select courses from the following discipline areas: calculus, college algebra, computer science, statistics, and trigonometry.

Other Required Hours/Electives – 49-50 SHC
Other required hours include additional general education and professional courses. A maximum of 7 semester hour credits in health, physical education, college orientation, and/or study skills may be included as other required hours. Students may select courses from the course descriptions in this catalog.

Note:

- All degree graduates of Montgomery Community College must demonstrate competency in the basic use of computers. To satisfy this requirement, students may utilize one of the following three options:
  - Provide evidence of computer courses taken in high school or at another college;
  - Take a computer course at MCC; or
  - Take the MCC Computer Competency Test.

Total Semester Hours Required for Associate in General Education (AGE) Degree: 64/65

BASIC LAW ENFORCEMENT TRAINING

(C55120)

Certificate

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

			Class Hours	Lab Hours	Credit Hours
CJC	100	Basic Law Enforcement Training	9	30	19

Note: Subject to change based on State Board of North Carolina Community College mandates.

Total Semester Hours Required for Basic Law Enforcement Training Certificate: 19

BUSINESS ADMINISTRATION

(A25120)

A.A.S. Degree/Diploma/Certificates

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Curriculum Programs of Study

BUSINESS ADMINISTRATION
Day Program – A.A.S. Degree/Diploma/Certificates

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	*	ACA	115	Success & Study Skills		2	0	1
#	+ *	ACC	120	Principles of Financial Accounting		3	2	4
	+ *	BUS	110	Intro to Business		3	0	3
	*	CIS	110	Introduction to Computers **or**		2	2	3
#	+ *	CIS	111	Basic PC Literacy		1	2	2
	*	ENG	111	Writing & Inquiry	P/C	3	0	3
	*	OST	130	Comprehensive Keyboarding		2	2	3
				Total		**14/15**	**6**	**16/17**
Spring Semester (First Year)								
		ACC	121	Principles of Managerial Accounting	P/C	3	2	4
◆	+ *	BUS	115	Business Law I		3	0	3
	+ *	BUS	121	Business Math		2	2	3
		ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	3
		ENG	114	Professional Research & Reporting	P/C	3	0	3
	*	MKT	223	Customer Service		3	0	3
	*	OST	136	Word Processing		2	2	3
				Total		**16**	**6**	**19**
Summer Session (First Year)								
#	*	BUS	137	Principles of Management		3	0	3
	*	BUS	153	Human Resource Management		3	0	3
				Total		**6**	**0**	**6**
Fall Semester (Second Year)								
	*	BUS	240	Business Ethics		3	0	3
		CTS	125	Presentation Graphics	P/C	2	2	3
	*	ECO	251	Principles of Microeconomics **or**		3	0	3
	*	ECO	252	Principles of Macroeconomics		3	0	3
	*	MAT	110	Math Measurement & Literacy	P/C	3	2	3
	*	MKT	120	Principles of Marketing		3	0	3
		Social/Behavioral Science Elective				3	0	3
				Total		**16**	**4**	**18**
Spring Semester (Second Year)								
◆		BUS	225	Business Finance **or**	P/C	2	2	3
#		BUS	280	REAL Small Business		4	0	4
		BUS	260	Business Communication	P/C	3	0	3
		CTS	130	Spreadsheet	P/C	2	2	3
		OST	286	Professional Development		3	0	3
		Humanities/Fine Arts Elective				3	0	3
				Total		**13/15**	**2/4**	**15/16**

Total Semester Hours Required for Business Administration A.A.S. Degree:	**74/76**
* **Total Semester Hours Required for Business Administration Diploma:**	**46/47**
+ **Total Semester Hours Required for BA/Basic Business Certificate:**	**15**
# **Total Semester Hours Required for Small Business Administration Certificate:**	**13**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

BUSINESS ADMINISTRATION

Evening Program – A.A.S. Degree/Diploma/Certificates

Note: First and second year courses offered each year; third year courses offered on a rotating basis.

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	*	ACA	115	Success & Study Skills		2	0	1
+	*	BUS	110	Intro to Business		3	0	3
		CIS	110	Introduction to Computers **or**		2	2	3
# +	*	CIS	111	Basic PC Literacy		1	2	2
	*	ENG	111	Writing & Inquiry	P/C	3	0	3
	*	OST	130	Comprehensive Keyboarding		2	2	3
				Total		**11/12**	**4**	**12/13**
Spring Semester (First Year)								
◆ +	*	BUS	115	Business Law I		3	0	3
+	*	BUS	121	Business Math		2	2	3
		ENG	112	Writing & Research in the Disciplines **or**	P/C	3	0	3
		ENG	114	Professional Research & Reporting	P/C	3	0	3
	*	OST	136	Word Processing		2	2	3
				Total		**10**	**4**	**12**
Fall Semester (Second Year)								
# +	*	ACC	120	Principles of Financial Accounting		3	2	4
		CTS	125	Presentation Graphics	P/C	2	2	3
	*	ECO	251	Principles of Microeconomics		3	0	3
	*	MAT	110	Math Measurement & Literacy	P/C	2	2	3
				Total		**10**	**6**	**13**
Spring Semester (Second Year)								
		ACC	121	Principles of Managerial Accounting	P/C	3	2	4
	*	BUS	153	Human Resource Management		3	0	3
◆		BUS	225	Business Finance **or**	P/C	2	2	3
#		BUS	280	REAL Small Business		4	0	4
		CTS	130	Spreadsheet	P/C	2	2	3
				Total		**10/12**	**4/6**	**13/14**
Fall Semester (Third Year)								
#	*	BUS	137	Principles of Management		3	0	3
	*	BUS	240	Business Ethics		3	0	3
	*	MKT	120	Principles of Marketing		3	0	3
		Social/Behavioral Science Elective				3	0	3
				Total		**12**	**0**	**12**
Spring Semester (Third Year)								
		BUS	260	Business Communication	P/C	3	0	3
	*	MKT	223	Customer Service		3	0	3
		OST	286	Professional Development		3	0	3
		Humanities/Fine Arts Elective				3	0	3
				Total		**12**	**0**	**12**

Total Semester Hours Required for Business Administration A.A.S. Degree:	**74/76**
* **Total Semester Hours Required for Business Administration Diploma:**	**46/47**
+ **Total Semester Hours Required for BA/Basic Business Certificate:**	**15**
# **Total Semester Hours Required for Small Business Administration Certificate:**	**13**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

COMPUTER TECHNOLOGY INTEGRATION

(A25500)

A.A.S. Degree/Certificate

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to communicate and solve technical issues related to information support and services, interactive media, network systems, programming and software development, and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Curriculum Programs of Study

Computer Technology Integration
A.A.S. Degree/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	115	Success & Study Skills		0	2	1
+	CET	111	Computer Upgrade/Repair I *		2	3	3
+	CIS	110	Intro to Computers *		2	2	3
+	CTI	110	Web, Pgm, & Db Foundation *		2	2	3
+	CTI	120	Network and Sec Foundation *		2	2	3
			Total		**8**	**11**	**13**
Spring Semester (First Year)							
+	CET	211	Computer Upgrade/Repair II *		2	3	3
	CTS	115	Info Sys Business Concepts		3	0	3
+	CTS	130	Spreadsheet	P/C	2	2	3
	DBA	110	Database Concepts		2	3	3
	ENG	111	Writing & Inquiry	P/C	3	0	3
			Total		**12**	**8**	**15**
Summer Session (First Year)							
	ENG	114	Prof Research & Reporting	P/C	3	0	3
	Humanities/Fine Arts Elective				3	0	3
	Social/Behavioral Science Elective				3	0	3
					9	**0**	**9**
Fall Semester (Second Year)							
	CIS	115	Intro to Prog & Logic	P/C	2	3	3
	CTI	140	Virtualization Concepts		1	4	3
	MAT	110	Math Measurement & Literacy	P/C	2	2	3
	NET	125	Networking Basics		1	4	3
	NOS	130	Windows Single User	P/C	2	2	3
			Total		**8**	**15**	**15**
Spring Semester (Second Year)							
	CTS	155	Tech Support Functions		2	2	3
	DBA	115	Database Applications	P/C	2	2	3
	NOS	120	Linux Single User	P/C	2	2	3
	NOS	230	Windows Administration I		2	2	3
	SEC	110	Security Concepts		2	2	3
			Total		**10**	**10**	**15**

Total Semester Hours Required for Computer Technology Integration A.A.S. Degree:	**67**
+ Total Semester Hours Required for Computer Technology Integration Certificate:	**18**

* C25590H

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

CRIMINAL JUSTICE TECHNOLOGY

(A55180)

A.A.S. Degree/Certificates

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

To obtain employment as law enforcement officers, students must successfully complete Basic Law Enforcement Training.

more than 50% online

CRIMINAL JUSTICE TECHNOLOGY

Day Programs – A.A.S. Degree/Certificates

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
		ACA	115	Success & Study Skills		0	2	1 ✓
+	#	* CJC	111	Intro to Criminal Justice		3	0	3 ✓
		* CJC	112	Criminology		3	0	3 ✓
	#	* CJC	221	Investigative Principles		3	2	4 ✓
		* ENG	111	Writing & Inquiry	P/C	3	0	3 ✓
				Total		**12**	**4**	**14**
Spring Semester (First Year)								
+		CJC	120	Interviews/Interrogations		1	2	2 ✓
	#	* CJC	121	Law Enforcement Operations		3	0	3 ✓
+	#	* CJC	131	Criminal Law		3	0	3 ✓
		* CJC	132	Court Procedure & Evidence		3	0	3 ✓
		ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	3 ✓
		ENG	114	Professional Research & Reporting	P/C	3	0	3 ✓
				Total		**13**	**2**	**14**
Summer Session								
+		CJC	212	Ethics & Community Relations		3	0	3 ✓
		CJC	232	Civil Liability		3	0	3 ✓
		SPA	120	Spanish for the Workplace		3	0	3 ✓
				Total		**9**	**0**	**9**
Fall Semester (Second Year)								
		CIS	111	Basic PC Literacy **or**		1	2	2 ✓
	◆	Computer Forensics Certificate Course A (CIS 110)				2	2	3 ✓
		* CJC	225	Crisis Intervention **or**		3	0	3 ✓
	◆	Computer Forensics Certificate Course B (CET 150)				2	3	3
+	#	* CJC	231	Constitutional Law		3	0	3 ✓
+		* CJC	241	Community-Based Corrections		3	0	3
		MAT	140	Math Measurement & Literacy	P/C	2	20	3
				Total		**12/13**	**4/7**	**14/15**
Spring Semester (Second Year)								
		* CJC	113	Juvenile Justice		3	0	3 ✓
		* CJC	160	Terrorism: Underlying Issues **or**		3	0	3 ✓
	◆	Computer Forensics Certificate Course C (CCT 121)				3	2	4
		* CJC	214	Victimology **or**		3	0	3 ✓
	◆	Computer Forensics Certificate Course D (CCT 231)				3	0	3
		* Humanities/Fine Arts Elective				3	0	3 ✓
		Social/Behavioral Science Elective				3	0	3 ✓
				Total		**15**	**0/2**	**15/16**

	Total Semester Hours Required for Criminal Justice Technology A.A.S. Degree:	**66-68**
*	**Total Semester Hours Required for Criminal Justice Technology Diploma:**	**43**
+	**Total Semester Hours Required for Certificate in Corrections:**	**17**
◆	**Total Semester Hours Required for Computer Forensics Certificate:**	**13**
#	**Total Semester Hours Required for Law Enforcement Certificate:**	**16**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

DENTAL ASSISTING

(D45240)

Diploma

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

The Dental Assisting program is accredited by the American Dental Association Commission on Dental Accreditation (211 East Chicago Avenue, Chicago Illinois 60611.) Graduates are qualified to take the Dental Assisting National Board Exam.

Day Program

			Special Note	Class Hours	Lab Hours	Work Experience Clinical Hours	Credit Hours
Fall Semester							
BIO	106	Intro to Anatomy/Physiology/Micro		2	2	0	3
DEN	100	Basic Orofacial Anatomy		2	0	0	2
DEN	101	Preclinical Procedures		4	6	0	7
DEN	102	Dental Materials		3	4	0	5
DEN	111	Infection/Hazard Control		2	0	0	2
		Total		**13**	**12**	**0**	**19**
Spring Semester							
CIS	111	Basic PC Literacy		1	2	0	2 ✓
DEN	103	Dental Sciences		2	0	0	2
DEN	104	Dental Health Education		2	2	0	3
DEN	106	Clinical Practicum I	P/C	1	0	12	5
DEN	112	Dental Radiology		2	3	0	3
ENG	111	Writing & Inquiry	P/C	3	0	0	3 ✓
		Total		**11**	**7**	**12**	**18**
Summer Session							
DEN	105	Practice Management		2	0	0	2
DEN	107	Clinical Practicum II	P/C	1	0	12	5
PSY	150	General Psychology		3	0	0	3 ✓
		Total		**6**	**0**	**12**	**10**

Total Semester Hours Required for Dental Assisting Diploma: 47

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

EARLY CHILDHOOD EDUCATION

(A55220)

A.A.S. Degree/Diploma/Certificates

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

EARLY CHILDHOOD EDUCATION

Day Program – A.A.S. Degree/Diploma/Certificates

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)						
	*	CIS 111 Basic PC Literacy		1	2	2
#	+ *	EDU 119 Early Childhood Education		4	0	4
	+ *	EDU 144 Child Development I	P/C	3	0	3
#	+ *	EDU 146 Child Guidance	P/C	3	0	3
	*	ENG 111 Writing & Inquiry	P/C	3	0	3
		Total		**14**	**2**	**15**
Spring Semester (First Year)						
	+ *	EDU 145 Child Development II	P/C	3	0	3
	+ *	EDU 151 Creative Activities	P/C	3	0	3
#	*	EDU 153 Health, Safety, & Nutrition	P/C	3	0	3
	*	EDU 280 Language & Literacy Experiences	P/C	3	0	3
	*	Social/Behavioral Science Elective		3	0	3
		Total		**15**	**0**	**15**
Summer Session (First Year)						
	*	EDU 131 Child, Family, & Community	P/C	3	0	3
	*	EDU 221 Children with Exceptionalities	P/C	3	0	3
		EDU 271 Educational Technology	P/C	2	2	3
		Total		**8**	**2**	**9**
Fall Semester (Second Year)						
		EDU 251 Exploration Activities	P/C	3	0	3
		MAT 110 Math Measurement & Literacy	P/C	2	2	3
		Choose one: EDU 157 or EDU 158				
		EDU 157 Active Play **or**	P/C	2	2	3
		EDU 158 Healthy Lifestyles – Youth	P/C	3	0	3
		Choose one: EDU 163. EDU 235, EDU 261, or EDU 275				
		EDU 163 Classroom Mgmt & Instruction **or**	P/C	3	0	3
		EDU 235 School-Age Dev & Program **or**	P/C	3	0	3
#		EDU 261 Early Childhood Administration I **or**	P/C	3	0	3
		EDU 275 Effective Teacher Training	P/C	2	0	2
		Choose one: ENG 112 or ENG 114				
		ENG 112 Writing/Research in the Disciplines **or**	P/C	3	0	3
		ENG 114 Professional Research & Reporting	P/C	3	0	3
		Total		**12/14**	**2/4**	**14/15**
Spring Semester (Second Year)						
		EDU 234 Infants, Toddlers, & Twos	P/C	3	0	3
		EDU 282 Early Childhood Literature	P/C	3	0	3
		EDU 284 Early Childhood Capstone Practicum	P/C	1	9	4
		Humanities/Fine Arts Elective		3	0	3
		Choose one: EDU 118, EDU 262, or EDU 263				
		EDU 118 Princ & Prac of Instructional Assistant **or**	P/C	3	0	3
#		EDU 262 Early Childhood Administration II **or**	P/C	3	0	3
		EDU 263 School-Age Program Admin	P/C	2	0	2
		Total		**12/13**	**9**	**15/16**

	Total Semester Hours Required for Early Childhood Education A.A.S. Degree:	**68/70**
*	**Total Semester Hours Required for Early Childhood Diploma:**	**36**
+	**Total Semester Hours Required for Early Childhood Instructional Certificate:**	**16**
#	**Total Semester Hours Required for Early Childhood Administration Certificate:**	**16**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

ELECTRICAL SYSTEMS TECHNOLOGY

(A35220)

A.A.S. Degree/Diploma/Certificates

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Curriculum Programs of Study

ELECTRICAL SYSTEMS TECHNOLOGY
Day Program – A.A.S. Degree/Diploma/Certificates

					Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)								
	*	CIS	111	Basic PC Literacy		1	2	2
#	+ *	ELC	112A	DC/AC Electricity		1	3	2
#	+ *	ELC	126	Electrical Computations		2	2	3
	*	ENG	111	Writing & Inquiry	P/C	3	0	3
#	+ *	ISC	110	Workplace Safety		1	0	1
		PSY	150	General Psychology **or**		3	0	3
		SOC	210	Intro to Sociology		3	0	3
				Total		**11**	**7**	**14**
Spring Semester (First Year)								
#	+ *	ELC	112B	DC/AC Electricity	P/C	2	3	3
#	+ *	ELC	113	Basic Wiring I		2	6	4
	+ *	ELC	117	Motors & Controls		2	6	4
	*	ELN	137	Electr Devices & Circuits		4	3	5
	*	MAT	121	Algebra/Trigonometry I	P/C	2	2	3
				Total		**12**	**20**	**19**
Summer Session (First Year)								
#		ALT	120	Renewable Energy Technology		2	2	3
	*	ELC	119	NEC Calculations		1	2	2
	*	ELC	128	Intro to PLC		2	3	3
				Total		**5**	**7**	**8**
Fall Semester (Second Year)								
	*	ELC	115	Industrial Wiring		2	6	4
	*	ELN	132	Linear IC Applications		3	3	4
	*	ELN	133	Digital Electronics		3	3	4
		ELN	260	Programmable Logic Controllers		3	3	4
		NET	125	Networking Basics		1	4	3
				Total		**12**	**19**	**19**
Spring Semester (Second Year)								
		ELC	229	Applications Project		1	3	2
		ELN	229	Industrial Electronics		3	3	4
		ENG	114	Professional Research & Reporting	P/C	3	0	3
		HUM	110	Technology & Society **or**		3	0	3
		HUM	115	Critical Thinking	P/C	3	0	3
		PCI	264	Process Control with PLCs		3	3	4
				Total		**13**	**9**	**16**

	Total Semester Hours Required for Electrical Systems Technology A.A.S. Degree:	**76**
*	**Total Semester Hours Required for Electrical Systems Technology Diploma:**	**47**
+	**Total Semester Hours Required for Electrical Systems Technology Certificate:**	**17**
#	**Total Semester Hours Required for Alternative Energy Certificate:**	**16**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

ELECTRICAL SYSTEMS TECHNOLOGY
Evening Program – Certificates

Fall Semester (First Year)

#	+	ELC	112A	DC/AC Electricity	1	3	2
#	+	ELC	113	Basic Wiring I	2	6	4
#	+	ELC	126	Electrical Computations	2	2	3
#	+	ISC	110	Workplace Safety	1	0	1
				Total	**6**	**11**	**10**

Spring Semester (First Year)

#		ALT	120	Renewable Energy Technology	2	2	3
#	+	ELC	112B	DC/AC Electricity	2	3	3
	+	ELC	117	Motors & Controls	2	6	4
				Total	**6**	**11**	**10**

+ Total Semester Hours Required for Electrical Systems Technology Certificate: 17
 # Total Semester Hours Required for Alternative Energy Certificate: 16

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Courses for the diploma and A.A.S. degree levels in Electrical Systems Technology may be offered during evening hours based on sufficient student demand.

FOREST MANAGEMENT TECHNOLOGY

(A15200)

A.A.S. Degree/Certificates

The Natural Resources System curriculum is designed to provide the practice and academic skills essential for success in Natural Resource Management.

Students will gain an understanding of the principles and develop competencies and technical skills in the production, utilization and conservation of natural resources. Students will also learn many technical and conservation skills.

Graduates qualify for positions in natural resources technician positions in a wide range of outdoor national venues.

Forest Management Technology is a program that prepares individuals to manage and produce forest resources. Potential course work includes instruction in woods and field skills, tree identification, timber measurement, logging and timber harvesting, forest propagation and regeneration, forest fire-fighting, resource management, equipment operation and maintenance, record-keeping, sales and purchasing operations, and personnel supervision.

Curriculum Programs of Study

FOREST MANAGEMENT TECHNOLOGY
Day Program – A.A.S. Degree/Certificates

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)								
	CIS	111	Basic PC Literacy		1	2	0	2 ✓
	ENG	111	Writing & Inquiry	P/C	3	0	0	3 ✓
	FOR	121	Dendrology		2	6	0	4
	FOR	131	Forest Measurements		2	3	0	3
	FOR	171	Intro to Forest Resources		3	0	0	3
			Total		**11**	**11**	**0**	**15**
Spring Semester (First Year)								
	ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	0	3 ✓
	ENG	114	Professional Research & Reporting	P/C	3	0	0	3
+ ♦	FOR	123	Forest Botany		2	3	0	3
	FOR	172	Intro to Timber Harvest		2	3	0	3
	FOR	215	Intro to GIS/GPS		1	4	0	3
	FOR	232	Forest Mensuration	P/C	2	6	0	4
	MAT	110	Math Measurement & Literacy	P/C	2	2	0	3
			Total		**12**	**18**	**0**	**19**
Summer Session (offered each Summer Session)								
	FOR	173	Soils & Hydrology		2	3	0	3
	COE	111	Co-Op Work Experience I **or** FWL **or** REC option		0	0	10	1
		+ FWL	212 Wildlife Policy & Law		2	0	0	2
	Wildlife	+ FWL	214 Hunter Safety		1	0	0	1
	_____	+ FWL	254 Habitat Manipulation		2	3	0	3
		♦ REC	115 Intro to Outdoor Recreation		2	0	0	2
	Recreation	♦ REC	126 Outdoor Recreation		1	2	0	2
		♦ REC	222 Commercial Recreation & Tourism		3	0	0	3
			Total		**2/7/8**	**3/5/6**	**0/10**	**4/8/10**
Fall Semester (Second Year)								
	FOR	212	Forest Survey & Aerial Interpretation		2	3	0	3
	FOR	225	Silvics & Silviculture		3	3	0	4
	FOR	240	Forest Protection		2	3	0	3
	FOR	285	Logging & Marketing		2	3	0	3
	PSY	150	General Psychology **or**		3	0	0	3
	SOC	210	Introduction to Sociology		3	0	0	3 ✓
			Total		**12**	**12**	**0**	**16**
Spring Semester (Second Year)								
+ ♦	FOR	175	Wildlife/Environmental Studies		2	3	0	3
	FOR	245	Forest Pesticides		2	3	0	3
	FOR	271	Forest Management	P/C	2	3	0	3
	FOR	282	Forest Recreation		2	3	0	3
	HUM	110	Technology & Society **or**		3	0	0	3 ✓
	HUM	115	Critical Thinking		3	0	0	3
			Total		**11**	**12**	**0**	**15**

	Total Semester Hours Required for Forest Management Technology A.A.S. Degree:	**69-75**
♦	**Total Semester Hours Required for Forest Management Technology Recreation Certificate:**	**13**
+	**Total Semester Hours Required for Forest Management Technology Wildlife Certificate:**	**12**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

COMPUTER INFORMATION TECHNOLOGY
GEOGRAPHIC INFORMATION SYSTEMS
(C25260I)
Certificate

The Geographic Information Systems (GIS) certificate program is designed to provide graduates with the skills necessary to work with GIS hardware and software. Students will be introduced to methods and techniques used in the GIS profession, products and applications, the fundamentals of surveying and cartography, and the interpretation and understanding of a variety of data formats.

			Special Note	Class Hours	Lab Hours	Credit Hours
CIS	110	Intro to Computers		2	2	3
GIS	111	Intro to GIS		2	2	3
GIS	121	Georeferencing & Mapping		2	2	3
GIS	215	GIS Data Models		2	2	3
		Total		**8**	**8**	**12**

Total Semester Hours Required for Geographic Information Systems Certificate: 12

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

GUNSMITHING

(A30200)

A.A.S. Degree/Diploma/Certificates

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks.

Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment.

Graduates should qualify as professional gunsmiths, able to complete any task in general gunsmithing.

Curriculum Programs of Study

GUNSMITHING
Day Program - A.A.S. Degree/Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
*	ENG	111	Writing & Inquiry	P/C	3	0	3 ✓
*	GSM	111	Gunsmithing I		2	12	6
*	GSM	120	Gunsmithing Tools		2	12	6
			Total		**7**	**24**	**15**
Spring Semester (First Year)							
	ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	3 ✓
	ENG	114	Professional Research & Reporting	P/C	3	0	3
*	GSM	125	Barrel Fitting/Alteration		3	9	6
*	GSM	127	General Repair		3	9	6
*	MAT	110	Math Measurement & Literacy	P/C	2	2	3
			Total		**10**	**23**	**18**
Summer Session (First Year)							
*	GSM	235	Current Gunsmithing Techniques		2	12	6
			Total		**2**	**12**	**6**
Fall Semester (Second Year)							
	CIS	111	Basic PC Literacy		1	2	2 ✓
	GSM	223	Rifle Stockmaking		2	12	6
	GSM	230	Handgun Technology		2	9	5
	Social/Behavioral Science Elective				3	0	3 ✓
			Total		**8**	**23**	**16**
Spring Semester (Second Year)							
	GSM	227	Advanced Repair Technology		2	12	6
*	GSM	240	Modern Sporting Firearms		2	12	6
	Humanities/Fine Arts Elective				3	0	3 ✓
			Total		**7**	**24**	**15**
Summer Session (Second Year)							
*	GSM	225	Gunmetal Refinishing		2	12	6
			Total		**2**	**12**	**6**

Notes: ENG 101 may be substituted for ENG 111 upon request for Gunsmithing *diploma* students only.
MAT 101 may be substituted for MAT 110 upon request for Gunsmithing *diploma* students only.

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

	Total Semester Hours Required for Gunsmithing A.A.S. Degree:	**76**
*	**Total Semester Hours Required for Gunsmithing Diploma:**	**42**
	Total Semester Hours Required for Gunsmithing Certificates:	**12-18**

Curriculum Programs of Study

GUNSMITHING
Day Program - Certificate Options

			Class Hours	Lab Hours	Credit Hours
		Basic Gunsmithing Certificate C30200U			
GSM	111	Gunsmithing I	2	12	6
GSM	125	Barrel Fitting/Alterations	3	9	6
GSM	127	General Repair	3	9	6
		Total	**8**	**30**	**18**
		Gunsmithing Design and Repair Certificate C30200R			
GSM	223	Rifle Stockmaking	2	12	6
GSM	227	Advanced Repair Technology	2	12	6
GSM	230	Handgun Technology	2	9	5
		Total	**6**	**33**	**17**
		Gunsmithing Technology Certificate C30200G			
GSM	120	Gunsmithing Tools	2	12	6
GSM	240	Modern Sporting Firearms	2	12	6
		Total	**4**	**24**	**12**
		Gunsmithing Refinishing Certificate C30200L			
GSM	225	Gunmetal Refinishing	2	12	6
GSM	235	Current Gunsmithing Technology	2	12	6
		Total	**4**	**24**	**12**

Weekend Gunsmithing Program

GSM	111	Gunsmithing I	Fall	2	12	6
GSM	125	Barrel Fitting/Alterations	Spring	3	9	6
GSM	225A	Gunmetal Refinishing	Summer	1	6	3
GSM	127	General Repair	Fall	3	9	6
GSM	235	Current Gunsmithing Technology	Spring	2	12	6
GSM	225B	Gunmetal Refinishing	Summer	1	6	3
GSM	120	Gunsmithing Tools	Fall	2	12	6
GSM	240	Modern Sporting Firearms	Spring	2	12	6
GSM	227A	Advanced Repair	Summer	1	6	3
GSM	230	Handgun Technology	Fall	2	9	5
GSM	223	Rifle Stockmaking	Spring	2	12	6
GSM	227B	Advanced Repair	Summer	1	6	3

Evening Gunsmithing Program

Selected Gunsmithing courses may be offered in the evening based on sufficient enrollment/facility availability.

Total Semester Hours Required for Basic Gunsmithing Certificate:	**18**
Total Semester Hours Required for Gunsmithing Design & Repair Certificate:	**17**
Total Semester Hours Required for Gunsmithing Technology Certificate:	**12**
Total Semester Hours Required for Gunsmithing Refinishing Certificate:	**12**

HUMAN SERVICES TECHNOLOGY

(A45380)

A.A.S. Degree/Diploma/Certificate

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

more than 50% online

HUMAN SERVICES TECHNOLOGY

Day Program – A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)								
	ACA	115	Success & Study Skills		0	2	0	1
*	CIS	110	Intro to Computers **or**		2	2	0	3
*	CIS	111	Basic PC Literacy		1	2	0	2
*	ENG	111	Writing & Inquiry	P/C	3	0	0	3
*	HSE	110	Intro to Human Services		2	2	0	3
*	PSY	150	General Psychology		3	0	0	3
*	SOC	210	Intro to Sociology		3	0	0	3
			Total		**12/13**	**6**	**0**	**15/16**
Spring Semester (First Year)								
*	ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	0	3
*	ENG	114	Professional Research & Reporting	P/C	3	0	0	3
*	HSE	112	Group Process I		1	2	0	2
*	HSE	123	Interviewing Techniques		2	2	0	3
*	PSY	241	Developmental Psychology	P/C	3	0	0	3
	Math/Natural Science requirement – choose one course:							
	BIO	111	General Biology I **or**		3	3	0	4
	MAT	110	Math Measurement & Literacy **or**	P/C	2	2	0	3
	MAT	152	Statistical Methods I **or**	P/C	3	2	0	4
	MAT	171	Precalculus Algebra	P/C	3	2	0	4
			Total		**11/12**	**6/7**	**0**	**14/15**
Summer Session (First Year)								
	SPA	120	Spanish for the Workplace		3	0	0	3
	Humanities/Fine Arts Elective				3	0	0	3
			Total		**6**	**0**	**0**	**6**
Fall Semester (Second Year)								
*	HSE	125	Counseling		2	2	0	3
	HSE	220	Case Management	P/C	2	2	0	3
+	HSE	225	Crisis Intervention		3	0	0	3
	PSY	281	Abnormal Psychology	P/C	3	0	0	3
	WBL	111	Work-Based Learning I		0	0	10	1
	WBL	115	Work-Based Learning Seminar I	P/C	1	0	0	1
			Total		**11**	**4**	**10**	**14**
Spring Semester (Second Year)								
	HSE	210	Human Services Issues		2	0	0	2
*	HSE	227	Children & Adolescents in Crisis		3	0	0	3
+	SAB	110	Substance Abuse Overview		3	0	0	3
*	SOC	213	Sociology of the Family		3	0	0	3
	WBL	121	Work-Based Learning II		0	0	10	1
	WBL	125	Work-Based Learning Seminar II	P/C	1	0	0	1
*	Elective – choose one course:							
	DDT	110	Developmental Disabilities **or**		3	0	0	3
+	SAB	210	Sub Abuse Counseling		2	2	0	3
			Total		**14/15**	**2**	**10**	**16**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Human Services Technology A.A.S. Degree:	**65/67**
* **Total Semester Hours Required for Human Services Technology Diploma:**	**37/38**
+ **Total Semester Hours Required for Substance Abuse Certificate:**	**12**

HUMAN SERVICES TECHNOLOGY: DEVELOPMENTAL DISABILITIES CONCENTRATION

(A4538A)

A.A.S. Degree/Diploma/Certificate

The Human Services Technology/Developmental Disabilities concentration is designed to train technicians to work with children and adults with physical, mental, and emotional disabilities. Students will specialize in the areas of developmental disabilities and mental retardation.

Students will gain an understanding of the handicapping effects of developmental disabilities in medical, psychological, social, educational, vocational, and economic terms. Fieldwork and clinical experience in community agencies providing comprehensive services to disabled persons and their families will be provided.

Graduates should qualify for employment in group homes, foster care homes, respite services, vocational rehabilitation agencies, sheltered workshops, adult developmental activities programs, early childhood intervention programs, and other programs for developmentally disabled and mentally retarded individuals and their families.

Curriculum Programs of Study

HUMAN SERVICES TECHNOLOGY: DEVELOPMENTAL DISABILITIES CONCENTRATION
Day Program – A.A.S. Degree/Certificates

					Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)									
		ACA	115	Success & Study Skills		0	2	0	1
	*	CIS	110	Intro to Computers **or**		2	2	0	3
	*	CIS	111	Basic PC Literacy		1	2	0	2
	*	ENG	111	Writing & Inquiry	P/C	3	0	0	3
+	*	HSE	110	Intro to Human Services		2	2	0	3
	*	PSY	150	General Psychology		3	0	0	3
	*	SOC	210	Intro to Sociology		3	0	0	3
				Total		**12/13**	**6**	**0**	**15/16**
Spring Semester (First Year)									
	*	ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	0	3
	*	ENG	114	Professional Research & Reporting	P/C	3	0	0	3
	*	HSE	112	Group Process I		1	2	0	2
	*	HSE	123	Interviewing Techniques		2	2	0	3
	*	PSY	241	Developmental Psychology	P/C	3	0	0	3
		Math/Natural Science requirement – choose one course:							
		BIO	111	General Biology I **or**		3	3	0	4
		MAT	110	Math Measurement & Literacy **or**	P/C	2	2	0	3
		MAT	152	Statistical Methods I **or**	P/C	3	2	0	4
		MAT	171	Precalculus Algebra	P/C	3	2	0	4
				Total		**11/12**	**6/7**	**0**	**14/15**
Summer Session (First Year)									
		SPA	120	Spanish for the Workplace		3	0	0	3
		Humanities/Fine Arts Elective				3	0	0	3
				Total		**9**	**0**	**0**	**9**
Fall Semester (Second Year)									
+	*	DDT	110	Developmental Disabilities		3	0	0	3
+	*	DDT	220	Program Planning Process		3	0	0	3
	*	HSE	125	Counseling		2	2	0	3
		HSE	225	Crisis Intervention		3	0	0	3
		WBL	111	Work-Based Learning I		0	0	10	1
		WBL	115	Work-Based Learning Seminar I	P/C	1	0	0	1
				Total		**15**	**2**	**10**	**17**
Spring Semester (Second Year)									
+	*	DDT	120	Teaching Developmentally Disabled	P/C	3	0	0	3
+	*	DDT	210	DDT Health Issues	P/C	3	0	0	3
+		HSE	210	Human Services Issues		2	0	0	2
		PSY	281	Abnormal Psychology		3	0	0	3
	*	SOC	213	Sociology of the Family		3	0	0	3
		WBL	121	Work-Based Learning II		0	0	10	1
		WBL	125	Work-Based Learning Seminar II	P/C	1	0	0	1
				Total		**15**	**2**	**10**	**17**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for HST/Developmental Disabilities A.A.S. Degree: 65/67
*** Total Semester Hours Required for HST/Developmental Disabilities Diploma: 43/44**
\+ Total Semester Hours Required for HST/Developmental Disabilities Certificate: 17

HUNTING & SHOOTING SPORTS MANAGEMENT

(A25600)

A.A.S. Degree/Certificate

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses.

Course work includes concepts such as accounting, basic gunsmithing, business management, advertising and sales promotion, introduction to shooting sports, gun shop management and sports hunting.

Graduates should be prepared for employment opportunities in large and small retail sporting centers, private hunting and shooting sports businesses, and shooting sports equipment manufacturing.

Curriculum Programs of Study

Hunting and Shooting Sports Management
A.A.S. Degree/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	ACA	115	College Student Success		0	2	1
	ACC	120	Principles of Financial Accounting		3	2	4
	BUS	110	Intro to Business		3	0	3
	CIS	111	Basic PC Literacy		1	2	2
	ENG	111	Writing & Inquiry	P/C	3	0	3
	MKT	120	Principles of Marketing		3	0	3
			Total		**13**	**6**	**16**
Spring Semester (First Year)							
	BUS	115	Business Law I		3	0	3
	BUS	121	Business Math		2	2	3
	BUS	280	REAL Small Business		4	0	4
	CTS	130	Spreadsheet	P/C	2	2	3
	ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	3
	ENG	114	Professional Research & Reporting	P/C	3	0	3
	MKT	223	Customer Service		3	0	3
			Total		**17**	**4**	**19**
Summer Session (First Year)							
	BUS	137	Principles of Management		3	0	3
	Humanities/Fine Arts Elective				3	0	3
	Social/Behavioral Science Elective				3	0	3
			Total		**9**	**0**	**9**
Fall Semester (Second Year)							
	ECO	251	Principles of Microeconomics **or**		3	0	3
	ECO	252	Principles of Macroeconomics		3	0	3
	MAT	110	Math Measurement & Literacy	P/C	2	2	3
	MKT	220	Advertising and Sales Promotion		3	0	3
+	SSM	111	Gun Shop Management		3	0	3
			Total		**11**	**2**	**12**
Spring Semester (Second Year)							
	OST	286	Professional Development		3	0	3
# +	SSM	110	Introduction to Shooting Sports		3	3	4
+	SSM	112	Sports Hunting		3	0	3
+	SSM	114	Shooting Sports Management		3	6	5
			Total		**12**	**9**	**15**

Total Semester Hours Required for Hunting & Shooting Sports Management A.A.S. Degree	**71**
+ Total Semester Hours Required for Hunting & Shooting Sports Management Certificate	**15**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

INFANT/TODDLER CARE

(C55290)

Certificate

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester						
EDU	119	Early Childhood Education		4	0	4
EDU	144	Child Development I	P/C	3	0	3
		Total		**7**	**0**	**7**
Spring Semester						
EDU	153	Health, Safety and Nutrition	P/C	3	0	3
EDU	234	Infants, Toddlers, & Twos	P/C	3	0	3
		Total		**6**	**0**	**6**
Summer Session						
EDU	131	Child, Family, & Community	P/C	3	0	3
		Total		**3**	**0**	**3**

Total Semester Hours Required for Infant/Toddler Care Certificate: 16

MEDICAL ASSISTING

(A45400)

A.A.S. Degree

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding, and processing insurance accounts, billing, collections, medical transcription, computer operation; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Specific Admission Information: In addition to the general admission requirements for the College, Medical Assisting students must have the physical ability to reach and stand for sustained periods and must have visual acuity to determine accuracy, neatness, and thoroughness of work, as well as auditory competence and manual dexterity. Students must have documentation of passing a physical examination and Hepatitis B series before entering Lab Procedures. The series must be completed before clinical externship. Additionally, current CPR certification is required prior to the clinical externship.

Note: Clinical externships are supervised by an instructor and an on-site resource person. Students do not receive monetary compensation for their externship experience.

The Montgomery Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Education Programs
35 East Wacker Drive, Suite 1970
Chicago IL 60601-2008
312-553-9355

Curriculum Programs of Study

MEDICAL ASSISTING
Day Program - A.A.S. Degree/Certificate

				Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester (First Year)								
	BIO	165	Anatomy & Physiology I	P/C	3	3	0	4
	MED	110	Orientation to Medical Assisting		1	0	0	1
*	MED	118	Medical Law & Ethics		2	0	0	2
*	MED	121	Medical Terminology I		3	0	0	3 ✓
*	MED	130	Administrative Office Procedures I		1	2	0	2
	OST	130	Comprehensive Keyboarding		2	2	0	3 ✓
	PSY	150	General Psychology		3	0	0	3 ✓
			Total		**15**	**7**	**0**	**18**
Spring Semester (First Year)								
	BIO	166	Anatomy & Physiology II	P/C	3	3	0	4
*	CIS	111	Basic PC Literacy		1	2	0	2 ✓
	ENG	111	Writing & Inquiry	P/C	3	0	0	3 ✓
*	MED	122	Medical Terminology II	P/C	3	0	0	3
*	MED	131	Administrative Office Procedures II		1	2	0	2
	MED	140	Exam Room Procedures I		3	4	0	5
			Total		**14**	**11**	**0**	**19**
Summer Session (First Year)								
	ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	0	3 ✓
	ENG	114	Professional Research & Reporting	P/C	3	0	0	3
	MED	182	CPR First Aid & Emergency		1	2	0	2
	MED	276	Patient Education		1	2	0	2
	SPA	131	Spanish for Health Providers		1	0	0	1 ✓
			Total		**6**	**4**	**0**	**8**
Fall Semester (Second Year)								
	MED	150	Laboratory Procedures I		3	4	0	5
*	MED	232	Medical Insurance Coding		1	3	0	2
	MED	270	Symptomatology		2	2	0	3
	MED	272	Drug Therapy		3	0	0	3
	MED	274	Diet Therapy/Nutrition		3	0	0	3 ✓
			Total		**12**	**9**	**0**	**16**
Spring Semester (Second Year)								
	MAT	110	Math Measurement & Literacy		3	0	0	3
	MED	260	MED Clinical Practicum		0	0	15	5
	MED	262	Clinical Perspectives		1	0	0	1
	MED	264	Medical Assisting Overview		2	0	0	2
	Humanities/Fine Arts Elective				3	0	0	3 ✓
			Total		**9**	**0**	**15**	**14**

Total Semester Hours Required for Medical Assisting A.A.S. Degree: 75
Total Semester Hours Required for Medical Assisting Certificate: 16

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

METAL ENGRAVING
(C30240)
Certificates

The Metal Engraving curriculum is designed to train students in eye-hand coordination, artistic vision, and the technology necessary in occupations involving the embellishment of metals.

Course work will include embellishments utilizing the hammer and chisel, power engraving devices, acid etching, the inlaying of precious metals and jewels into a metal base, bas-relief graving, and the sinking of scenes into the medium.

Graduates should be able to apply the acquired skills in occupations requiring sound bench work skills. Such occupations might include gold and/or silver smithing, gunsmithing, the tool and die trades, printing plates, and jewelry.

Basic Metal Engraving Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester							
+	MEG	110	Tools and Procedures		2	6	4
+	MEG	111A	Scroll Cutting and Design		1	3	2
			Total		**3**	**9**	**6**
Spring Semester							
+	MEG	111B	Scroll Cutting and Design		1	6	3
+	MEG	115	Lettering and Calligraphy		2	3	3
			Total		**3**	**9**	**6**

Advanced Metal Engraving Certificate

Fall Semester							
*	MEG	114	Bolino		2	6	4
*	MEG	116A	Flush and Raised Inlay		1	3	2
			Total		**3**	**9**	**6**
Spring Semester							
*	MEG	116B	Flush and Raised Inlay		1	6	3
*	MEG	117	Metal Engraving Applications		2	6	4
*	MEG	118	Advanced Scroll Drawing		1	3	2
			Total		**5**	**15**	**9**

+ Total Semester Hours Required for Basic Metal Engraving Certificate: 12
*** Total Semester Hours Required for Advanced Metal Engraving Certificate: 15**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

OFFICE ADMINISTRATION

(A25370)

A.A.S. Degree/Diploma/Certificates

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

+C25370 OA Certificate
✓C25370H OA HS CCP Certificate
⊙C25370P Post Office Admin Diploma
C25370S OST Certificate (SCI)

Curriculum Programs of Study

OFFICE ADMINISTRATION
Day Program – A.A.S. Degree/Diploma/Certificate

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester (First Year)							
	*	ACA	115	Success & Study Skills	0	2	1
		BUS	110	Intro to Business	3	0	3
		CIS	110	Introduction to Computers **or**	2	2	3
	*	CIS	111	Basic PC Literacy	1	2	2
	*	ENG	111	Writing & Inquiry	P/C	3	0	3
+	*	OST	130	Comprehensive Keyboarding		2	2	3
+	*	OST	164	Text Editing Applications		3	0	3
				Total		**12-13**	**6**	**15-16**
Spring Semester (First Year)							
	*	CTS	130	Spreadsheet	P/C	2	2	3
	*	ENG	112	Writing/Research in the Disciplines **or**	P/C	3	0	3
	*	ENG	114	Professional Research & Reporting	P/C	3	0	3
	*	MKT	223	Customer Service		3	0	3
+	*	OST	134	Text Entry & Formatting	P/C	2	2	3
+	*	OST	136	Word Processing		2	2	3
				Total		**12**	**6**	**15**
Summer Session (First Year)							
		BUS	153	Human Resource Management		3	0	3
		Social/Behavioral Science Elective				3	0	3
				Total		**6**	**0**	**6**
Fall Semester (Second Year)							
	*	ACC	120	Principles of Financial Accounting		3	2	4
	*	BUS	240	Business Ethics		3	0	3
		CTS	125	Presentation Graphics	P/C	2	2	3
		MAT	110	Math Measurement & Literacy	P/C	2	2	3
+		OST	236	Advanced Word/Info Processing	P/C	2	2	3
				Total		**12**	**8**	**16**
Spring Semester (Second Year)							
		ACC	140	Payroll Accounting	P/C	1	2	2
	*	OST	184	Records Management		2	2	3
	*	OST	286	Professional Development		3	0	3
+	*	OST	289	Administrative Office Management	P/C	2	2	3
		Humanities/Fine Arts Elective				3	0	3
				Total		**11**	**6**	**14**

Total Semester Hours Required for Office Administration A.A.S. Degree:	**66-67**
* **Total Semester Hours Required for Office Administration Diploma:**	**43**
+ **Total Semester Hours Required for Office Administration Certificate:**	**18**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

PRACTICAL NURSING

(D45660)

Diploma

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Specific Admission Information: The application and testing deadline is October 15 for the upcoming Fall Semester Program.

Note: Clinical experiences in the Practical Nursing Program are supervised by an instructor and/or an on-site resource person. Students do not receive monetary compensation for their clinical experience.

			Special Note	Class Hours	Lab Hours	Work Experience/ Clinical Hours	Credit Hours
Fall Semester							
ACA	115	Success & Study Skills		0	2	0	1 ✓
BIO	165	Anatomy & Physiology I	P/C	3	3	0	4 ✓
CIS	110	Introduction to Computers		2	2	0	3 ✓
NUR	101	Practical Nursing I (1st 12 weeks)	P/C	7	6	6	11
NUR	102AB	Practical Nursing II (last 4 weeks)	P/C	3	0	4	4
		Total		**15**	**13**	**10**	**23**
Spring Semester							
BIO	166	Anatomy & Physiology II	P/C	3	3	0	4 ✓
ENG	111	Writing & Inquiry	P/C	3	0	0	3 ✓
PSY	150	General Psychology		3	0	0	3 ✓
NUR	102BB	Practical Nursing II (1st 8 weeks)	P/C	4	0	5	6
NUR	103	Practical Nursing III (2nd 8 weeks)	P/C	6	0	9	9
		Total		**19**	**3**	**14**	**25**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Total Semester Hours Required for Practical Nursing Diploma: 48

SCHOOL-AGE CARE

(C55450)

Certificate

This curriculum prepares individuals to work with school-age children in diverse learning environments. The curriculum is specifically designed for students planning to work in public or private school-age care environments.

Course work includes child growth/development; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate activities in school-age environments. Employment opportunities include school-age teaching or school-age administration positions in child care/development programs, group leaders, before and after school programs, recreational centers and other programs that work with school-age populations.

			Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester						
EDU	146	Child Guidance **or**	P/C	3	0	3
EDU	163	Classroom Mgt & Instruct	P/C	3	0	3
EDU	158	Healthy Lifestyles – Youth	P/C	3	0	3
EDU	235	School-Age Dev & Program	P/C	3	0	3
		Total		**9**	**0**	**9**
Spring Semester						
EDU	131	Child, Family, & Community	P/C	3	0	3
EDU	145	Child Development II	P/C	3	0	3
EDU	263	School-Age Program Admin	P/C	2	0	2
		Total		**8**	**0**	**8**

Total Semester Hours Required for School-Age Care Certificate: 17

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

TAXIDERMY

(D30380)

Diploma/Certificates

The Taxidermy curriculum is designed to develop skills while teaching preservation of birds, fish, game heads and mammals. Related subjects are included for a better understanding of customer relations and natural habitat construction. Students are also versed in state/federal regulations.

Course work includes basic proper measuring, skinning, fleshing, preserving, form selection and preparation. Students will learn basic mounting procedures, finishing and painting of selected specimens. Students will learn how to construct natural habitats and the artistic display of mounted items.

Opportunities exist for graduates to set up their own business. Job opportunities are found in conjunction with sports shops, game preserves, museums, art galleries, interior decorators plus guides and outfitters. Graduates will qualify for North Carolina and Federal Taxidermy licenses.

Day Program - Diploma/Certificates

				Special Note	Class Hours	Lab Hours	Credit Hours
Fall Semester							
	CIS	111	Basic PC Literacy		1	2	2
	ENG	101	Applied Communications I		3	0	3
+	TXY	101	Fish Taxidermy		6	18	12
			Total		**10**	**20**	**17**
Spring Semester							
	BUS	230	Small Business Management **or**		3	0	3
	BUS	280	REAL Small Business		4	0	4
	MAT	110	Math Measurement & Literacy	P/C	2	2	3
#	TXY	103	Mammal Taxidermy		6	18	12
			Total		**11/12**	**20**	**18/19**
Summer Session							
	TXY	105	Bird Taxidermy		3	9	6
			Total		**3**	**9**	**6**

Evening Program – Certificates

Fish Certificate

Fall Semester						
+	TXY	101	Fish Taxidermy	6	18	12

Mammal Certificate

Spring Semester						
#	TXY	103	Mammal Taxidermy	6	18	12

Total Semester Hours Required for Taxidermy Diploma:	**41/42**
+ Total Semester Hours Required for Fish Certificate:	**12**
# Total Semester Hours Required for Mammal Certificate:	**12**

Special Note: P/C indicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Note: The Bird Taxidermy course may be offered through the Continuing Education division during Summer Session.

Program offered only at Southern Correctional Institution

FOODSERVICE TECHNOLOGY

(C55250)

Certificate

This curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions in industrial, institutional or commercial production foodservice operations.

Courses include sanitation, basic and intermediate foodservice production skills, baking, menus, purchasing and basic cost control.

Graduates should qualify for employment as line cooks, prep cooks, or bakers in production foodservice settings or entry-level kitchen management in an institutional foodservice setting.

			Special Note	Class Hours	Lab Hours	Credit Hours
CIS	113	Computer Basics		0	2	1
FST	100	Intro to Foodservice		3	0	3
FST	101	Intro to Baking	P/C	1	4	3
FST	102	Basic Foodservice Skills	P/C	4	8	8
FST	103	Safety and Sanitation		2	0	2
		Total		**10**	**14**	**17**

Total Semester Hours Required for Culinary Technology Certificate: 17

Special Note: P/C i+ndicates Prerequisite or Corequisite course required; see College Catalog for specific course information.

Course Descriptions

ACA-085 Improving Study Skills (1.00 cr.)
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes. Lab/Shop Hours (2.00).

ACA-090 Student Success Strategies (3.00 cr.)
This course is intended to provide students with skills and strategies to promote success in college, career, and life. Topics include the College's physical, academic, and social environment, promotes personal development, and cultivates learning strategies essential for student success. Upon completion, students should be able to manage their learning experiences to meet educational and life goals. Classroom Hours (3.00).

ACA-111 College Student Success (1.00 cr.)
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. Classroom Hours (1.00).

ACA-115 Success & Study Skills (1.00 cr.)
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Lab/Shop Hours (2.00).

ACA-122 College Transfer Success (1.00 cr.)
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Curriculum Programs of Study

ACC-120 Prin of Financial Accounting (4.00 cr.)
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (2.00).

ACC-121 Prin of Managerial Accounting (4.00 cr.)
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take ACC-120 (Required, Previous).

ACC-129 Individual Income Taxes (3.00 cr.)
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ACC-140 Payroll Accounting (2.00 cr.)
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. Classroom Hours (1.00), Lab/Shop Hours (2.00).
Requisite courses: Take One: ACC-115 or ACC-120 (Required, Previous).

ACC-150 Accounting Software Appl (2.00 cr.)
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. Classroom Hours (1.00), Lab/Shop Hours (2.00).
Requisite courses: Take One: ACC-115 or ACC-120 (Required, Previous).

Curriculum Programs of Study

AHR-110 Intro to Refrigeration (5.00 cr.)
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade. Classroom Hours (2.00), Lab/Shop Hours (6.00).

AHR-111 HVACR Electricity (3.00 cr.)
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. Classroom Hours (2.00), Lab/Shop Hours (2.00).

AHR-112 Advanced Comfort Systems (3.00 cr.)
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. Classroom Hours (2.00), Lab/Shop Hours (6.00).

AHR-113 Comfort Cooling (4.00 cr.)
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation. Classroom Hours (2.00), Lab/Shop Hours (4.00).

AHR-114 Heat Pump Technology (4.00 cr.)
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. Classroom Hours (2.00), Lab/Shop Hours (4.00).
Requisite courses: Take One: AHR-110 or AHR-113 (Required, Previous).

AHR-130 HVAC Controls (3.00 cr.)
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take One: AHR-111, ELC-111, or ELC-112 (Required, Previous).

Curriculum Programs of Study

AHR-133 HVAC Servicing (4.00 cr.)
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. Classroom Hours (2.00), Lab/Shop Hours (6.00).
Requisite courses:
Take One: AHR-112 OR AHR-113 (Required, Previous or concurrent).
Take AHR-112 and AHR-113 (Recommended, Previous or concurrent).

AHR-140 All-Weather Systems (2.00 cr.)
This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures. Classroom Hours (1.00), Lab/Shop Hours (3.00).
Requisite courses: Take One: AHR-112 or AHR-113 (Required, Previous).

AHR-151 HVAC Duct Systems I (2.00 cr.)
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work. Classroom Hours (1.00), Lab/Shop Hours (3.00).

AHR-160 Refrigerant Certification (1.00 cr.)
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. Classroom Hours (1.00).

AHR-180 HVACR Customer Relations (1.00 cr.)
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints. Classroom Hours (1.00).

AHR-211 Residential System Design (3.00 cr.)
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Curriculum Programs of Study

AHR-212 Advanced Comfort Systems (4.00 cr.)
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. Classroom Hours (2.00), Lab/Shop Hours (6.00).
Requisite courses: Take AHR-114 (Required, Previous).

AHR-213 HVACR Building Code (2.00 cr.)
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon complete on, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade. Classroom Hours (1.00), Lab/Shop Hours (2.00).

ALT-120 Renewable Energy Tech (3.00 cr.)
This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydo-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ANT-210 General Anthropology (3.00 cr.)
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

ANT-220 Cultural Anthropology (3.00 cr.)
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Curriculum Programs of Study

ANT-240 Archaeology (3.00 cr.)
This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

ART-111 Art Appreciation (3.00 cr.)
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

ART-114 Art History Survey I (3.00 cr.)
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

ART-115 Art History Survey II (3.00 cr.)
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

ART-283 Ceramics I (3.00 cr.)
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (6.00).

Curriculum Programs of Study

ART-284 Ceramics II (3.00 cr.)
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (6.00).
Requisite courses: Take ART-283 (Required, Previous).

BIO-094 Concepts of Human Biology (4.00 cr.)
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

BIO-106 Intro to Anat/Phys/Micro (3.00 cr.)
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. Classroom Hours (2.00), Lab/Shop Hours (2.00).

BIO-111 General Biology I (4.00 cr.)
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).

BIO-112 General Biology II (4.00 cr.)
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses: Take BIO-111 (Required, Previous).

Curriculum Programs of Study

BIO-140 Environmental Biology (3.00 cr.)
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00).

BIO-140A Environmental Biology Lab (1.00 cr.)
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Lab Hours (3.00).

BIO-155 Nutrition (3.00 cr.)
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BIO-165 Anatomy and Physiology I (4.00 cr.)
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses: Take DRE-097(S23642); (Required, Previous).

Curriculum Programs of Study

BIO-166 Anatomy and Physiology II (4.00 cr.)
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses: Take BIO-165 (Required, Previous).

BIO-275 Microbiology (4.00 cr.)
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses:
Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168 (Required, Previous).

BUS-110 Introduction to Business (3.00 cr.)
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BUS-115 Business Law I (3.00 cr.)
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BUS-121 Business Math (3.00 cr.)
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Curriculum Programs of Study

BUS-137 Principles of Management (3.00 cr.)
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

BUS-153 Human Resource Management (3.00 cr.)
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. Classroom Hours (3.00).

BUS-225 Business Finance (3.00 cr.)
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take ACC-120 (Required, Previous).

BUS-230 Small Business Management (3.00 cr.)
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. Classroom Hours (3.00).

BUS-240 Business Ethics (3.00 cr.)
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. Classroom Hours (3.00).

BUS-260 Business Communication (3.00 cr.)
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. Classroom Hours (3.00).
Requisite courses: Take One: ENG-110 or ENG-111 (Required, Previous).

BUS-280 REAL Small Business (4.00 cr.)
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. Classroom Hours (4.00).

Curriculum Programs of Study

CET-111 Computer Upgrade/Repair I (3.00 cr.)
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. Classroom Hours (2.00), Lab/Shop Hours (3.00).

CET-211 Computer Upgrade/Repair II (3.00 cr.)
This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. Classroom Hours (2.00), Lab/Shop Hours (3.00).
Requisite courses: Take CET-111 (Required, Previous).

CHM-151 General Chemistry I (4.00 cr.)
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses:
Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; (Required, Previous).

CHM-152 General Chemistry II (4.00 cr.)
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. Classroom Hours (3.00), Lab/Shop Hours (3.00).
Requisite courses: Take CHM-151 (Required, Previous).

Curriculum Programs of Study

CIS-110 Introduction to Computers (3.00 cr.)
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (2.00), Lab/Shop Hours (2.00).

CIS-111 Basic PC Literacy (2.00 cr.)
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. Classroom Hours (1.00), Lab/Shop Hours (2.00).

CIS-113 Computer Basics (1.00 cr.)
his course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications. Lab/Shop Hours (2.00).

CIS-115 Intro to Prog & Logic (3.00 cr.)
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (2.00), Lab/Shop Hours (3.00).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-060* and MAT-070 Set 3: MAT-060* and MAT-080 Set
4: MAT-060* and MAT-090 Set 5: MAT-095 Set 6: MAT-120 Set 7: MAT-121 Set 8: MAT-161 Set 9: MAT-171 Set 10: MAT-175
(Required, Previous).

CJC-100 Basic Law Enforcement Training (19.00 cr.)
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. Classroom Hours (9.00), Lab/Shop Hours (30.00).

Curriculum Programs of Study

CJC-111 Intro to Criminal Justice (3.00 cr.)
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

CJC-112 Criminology (3.00 cr.)
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. Classroom Hours (3.00).

CJC-113 Juvenile Justice (3.00 cr.)
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. Classroom Hours (3.00).

CJC-120 Interviews/Interrogations (2.00 cr.)
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. Classroom Hours (1.00), Lab/Shop hours (2.00).

CJC-121 Law Enforcement Operations (3.00 cr.)
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

CJC-131 Criminal Law (3.00 cr.)
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. Classroom Hours (3.00).

Curriculum Programs of Study

CJC-132 Court Procedure & Evidence (3.00 cr.)
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. Classroom Hours (3.00).

CJC-160 Terrorism: Underlying Issu (3.00 cr.)
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. Classroom Hours (3.00).

CJC-212 Ethics & Comm Relations (3.00 cr.)
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. Classroom Hours (3.00).

CJC-214 Victimology (3.00 cr.)
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. Classroom Hours (3.00).

CJC-221 Investigative Principles (4.00 cr.)
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. Classroom Hours (3.00), Lab/Shop Hours (2.00).

CJC-225 Crisis Intervention (3.00 cr.)
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution. Classroom Hours (3.00).

Curriculum Programs of Study

CJC-231 Constitutional Law (3.00 cr.)
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. Classroom Hours (3.00).

CJC-232 Civil Liability (3.00 cr.)
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. Classroom Hours (3.00).

CJC-241 Community-Based Corrections (3.00 cr.)
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community. Classroom Hours (3.00).

COM-110 Introduction to Communication (3.00 cr.)
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).

COM-231 Public Speaking (3.00 cr.)
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).

Curriculum Programs of Study

CTI-110 Web, Pgm, & Db Foundation (3.00 cr.)
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. Classroom Hours (2.00), Lab/Shop Hours (2.00).

CTI-120 Network & Sec Foundation (3.00 cr.)
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. Classroom Hours (2.00), Lab/Shop Hours (2.00).

CTI-140 Virtualization Concepts (3.00 cr.)
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines. Classroom Hours (1.00), Lab/Shop Hours (4.00).

CTS-115 Info Sys Business Concepts (3.00 cr.)
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

CTS-125 Presentation Graphics (3.00 cr.)
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take One: CIS-110 or CIS-111 (Required, Previous).

CTS-130 Spreadsheet (3.00 cr.)
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take One: CIS-110, CIS-111, or OST-137 (Required, Previous).

Curriculum Programs of Study

CTS-155 Tech Support Functions (3.00 cr.)
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems. Classroom Hours (2.00), Lab/Shop Hours (2.00).

DBA-110 Database Concepts (3.00 cr.)
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. Classroom Hours (2.00), Lab/Shop Hours (3.00).

DDT-110 Developmental Disabilities (3.00 cr.)
This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. Classroom Hours (3.00).

DDT-120 Teaching Developmental Disable (3.00 cr.)
This course covers teaching modalities which enhance learning among people with developmental disabilities. Topics include assessment, support strategies, writing behavioral strategies, teaching methods, and documentation. Upon completion, students should be able to demonstrate competence in individual program plan development and implementation. Classroom Hours (3.00).
Requisite courses: Take DDT-110 (Required, Previous).

DDT-210 DDT Health Issues (3.00 cr.)
This course introduces the health and medical aspects of assisting people with developmental disabilities. Topics include universal precautions, medication, wellness, nutrition, human sexuality, and accessing medical services. Upon completion, students should be able to identify and implement strategies to promote wellness and manage chronic health conditions. Classroom Hours (3.00).
Requisite courses: Take DDT-110 (Required, Previous).

DDT-220 Program Planning Process (3.00 cr.)
This course covers the individual program planning process used in services for people with developmental disabilities. Topics include basic components and benefits of the process, the effect of values on outcomes, and group problem-solving methods. Upon completion, students should be able to demonstrate an understanding of effective group process in program planning and the individual roles of team members. Classroom Hours (3.00).

Curriculum Programs of Study

DEN-100 Basic Orofacial Anatomy (2.00 cr.)
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. Classroom Hours (2.00).

DEN-101 Preclinical Procedures (7.00 cr.)
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. Classroom Hours (4.00), Lab/Shop Hours (6.00).

DEN-102 Dental Materials (5.00 cr.)
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. Classroom Hours (3.00), Lab/Shop Hours (4.00).

DEN-103 Dental Sciences (2.00 cr.)
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. Classroom Hours (2.00).

DEN-104 Dental Health Education (3.00 cr.)
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. Classroom Hours (2.00), Lab/Shop Hours (2.00).

DEN-105 Practice Management (2.00 cr.)
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. Classroom Hours (2.00).

DEN-106 Clinical Practice I (5.00 cr.)
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. Classroom Hours (1.00), Clinical Hours (12.00).
Requisite courses: Take DEN-101 (Required, Previous).

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DEN-107 Clinical Practice II (5.00 cr.)
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. Classroom Hours (1.00), Clinical Hours (12.00).
Requisite courses: Take DEN-106 (Required, Previous).

DEN-111 Infection/Hazard Control (2.00 cr.)
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. Classroom Hours (2.00).

DEN-112 Dental Radiography (3.00 cr.)
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. Classroom Hours (2.00), Lab/Shop Hours (3.00).

DMA-010 Operations With Integers (1.00 cr.)
This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions. Classroom Hours (0.75), Lab/Shop Hours (0.50).

DMA-020 Fractions and Decimals (1.00 cr.)
This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses: Take DMA-010 (Required, Previous).

DMA-030 Propor/Ratio/Rate/Percent (1.00 cr.)
This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses: Take All: DMA-010 and DMA-020 (Required, Previous).

Curriculum Programs of Study

DMA-040 Express/Lin Equat/Inequal (1.00 cr.)
This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020 and DMA-030 Set 2: MAT-060 (Required, Previous).

DMA-050 Graphs/Equations of Lines (1.00 cr.)
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030 and DMA-040 Set 2: DMA-040 and MAT-060 (Required, Previous).

DMA-060 Polynomial/Quadratic Appl (1.00 cr.)
This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040 and DMA-050 Set 2: DMA-040, DMA-050, and MAT-060 Set 3: MAT-060 and MAT-070 (Required, Previous).

DMA-070 Rational Express/Equation (1.00 cr.)
This course provides a study of problems involving algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050 and DMA-060 Set 2: DMA-040, DMA-050, DMA-060, and MAT-060 Set 3: DMA-060, MAT-060, and MAT-070 Set 4: DMA-010, DMA-020, DMA-030, DMA-060, AND MAT-070 (Required, Previous).

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DMA-080 Radical Express/Equations (1.00 cr.)
This course provides a study of problems involving algebraic representations of the manipulation of radical expressions and the application of radical equations. Topics include simplifying and performing operations with radical expressions and rational exponents, solving radical equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications. Classroom Hours (0.75), Lab/Shop Hours (0.50).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060 and DMA-070 Set 2: DMA-060, DMA-070, MAT-060, and MAT-070 Set 3: DMA-040, DMA-050, DMA-060, DMA-070, and MAT-060 Set 4: DMA-010, DMA-020, DMA-030, DMA-060, DMA-070, and MAT-070 (Required, Previous).

DMS-002 Developmental Math Shell 2 (2.00 cr.)
This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. Classroom Hours (1.50), Lab/Shop Hours (1.00).

DMS-003 Developmental Math Shell 3 (3.00 cr.)
This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. Classroom Hours (2.25), Lab/Shop Hours (1.50).

DRA-111 Theatre Appreciation (3.00 cr.)
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

DRE-096 Integrated Reading and Writing (3.00 cr.)
This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. Please note: (TM) stands for registered trademark. Classroom Hours (2.50), Lab/Shop Hours (1.00).
Requisite courses: Take ACA-085 (Required, Previous or concurrent).

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DRE-097 Integrated Reading Writing II (3.00 cr.)
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: (TM) represents registered trademark. Classroom Hours (2.50), Lab/Shop Hours (1.00).
Requisite courses:
TAKE DRE-096 (Required, Previous).
Take ACA-085 (Required, Previous or concurrent).

DRE-098 Integrated Reading Writing III (3.00 cr.)
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark. Classroom Hours (2.50), Lab/Shop Hours (1.00).
Requisite courses:
TAKE DRE-097 (Required, Previous).
Take ACA-085 (Required, Previous or concurrent).

ECO-251 Prin of Microeconomics (3.00 cr.)
This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

ECO-252 Prin of Macroeconomics (3.00 cr.)
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Curriculum Programs of Study

EDU-118 Princ & Prac of Inst Asst (3.00 cr.)
This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-119 Intro to Early Child Educ (4.00 cr.)
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. Classroom Hours (4.00).

EDU-131 Child, Family, & Commun (3.00 cr.)
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-144 Child Development I (3.00 cr.)
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-145 Child Development II (3.00 cr.)
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

Curriculum Programs of Study

EDU-146 Child Guidance (3.00 cr.)
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-151 Creative Activities (3.00 cr.)
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-153 Health, Safety & Nutrit (3.00 cr.)
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-157 Active Play (3.00 cr.)
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

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EDU-158 Healthy Lifestyles-Youth (3.00 cr.)
This course introduces the topics of health, safety, nutrition, physical activities and environments for the school-age child/youth that promote development, fitness and healthy lifestyles. Topics include the use of physical and nutritional/cooking activities (indoor/outdoor, teacher-directed/youth-directed) appropriate for youth developing typically/atypically; safe/healthy menu planning; safe/healthy environmental design, assessment and supervision. Upon completion, students should be able to plan/facilitate safe/healthy physical and nutritional/cooking activities, discuss safety policies/regulations and identify health/safety/nutritional needs of youth. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-163 Classroom Mgt & Instruct (3.00 cr.)
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success. Classroom Hours (3.00).
Requisite courses: Take DRE-097 (Required, Previous or concurrent).

EDU-216 Foundations of Education (4.00 cr.)
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. Classroom Hours (4.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

EDU-221 Children With Exceptional (3.00 cr.)
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. Classroom Hours (3.00).
Requisite courses:
Take one set: Set 1: EDU-144, EDU-145 Set 2: PSY-244 PSY-245 (Required, Previous).
Take DRE-098 (Required, Previous or concurrent).

Curriculum Programs of Study

EDU-234 Infants, Toddlers, & Twos (3.00 cr.)
This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. Classroom Hours (3.00).
Requisite courses:
Take EDU-119 (Required, Previous).
Take DRE-098 (Required, Previous or concurrent).

EDU-235 School-Age Dev & Program (3.00 cr.)
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities. Classroom Hours (3.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

EDU-251 Exploration Activities (3.00 cr.)
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children. Classroom Hours (3.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

EDU-261 Early Childhood Admin I (3.00 cr.)
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. Classroom Hours (3.00).
Requisite courses: Take EDU-119 and DRE-098 (Required, Previous or concurrent).

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EDU-262 Early Childhood Admin II (3.00 cr.)
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. Classroom Hours (3.00).
Requisite courses:
Take EDU-261 (Required, Previous).
Take EDU-119 and DRE-098 (Required, Previous or concurrent).

EDU-263 School-Age Program Admin (2.00 cr.)
This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program. Classroom Hours (2.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

EDU-271 Educational Technology (3.00 cr.)
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

EDU-275 Effective Teach Train (2.00 cr.)
This course provides specialized training using an experienced-based approach to learning. Topics include instructional reparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task. Classroom Hours (2.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

EDU-280 Language & Literacy Exp (3.00 cr.)
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. Classroom Hours (3.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

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EDU-282 Early Childhood Lit (3.00 cr.)
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques. Classroom Hours (3.00).
Requisite courses: Take DRE-098 (Required, Previous or concurrent).

EDU-284 Early Child Capstone Prac (4.00 cr.)
This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits. Classroom Hours (1.00), Lab/Shop Hours (9.00).
Requisite courses:
Take One Set: Set 1: EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151 Set 2: EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151
Set 3: EDU-119, PSY-245, EDU-144, EDU-146, and EDU-151 Set 4: EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151 (Required,
Previous).
Take DRE-098 (Required, Previous or concurrent).

ELC-112 DC/AC Electricity (5.00 cr.)
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. Classroom Hours (3.00), Lab/Shop Hours (6.00).

ELC-113 Residential Wiring (4.00 cr.)
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. Classroom Hours (2.00), Lab/Shop Hours (6.00).

ELC-115 Industrial Wiring (4.00 cr.)
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. Classroom Hours (2.00), Lab/Shop Hours (6.00).

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ELC-117 Motors and Controls (4.00 cr.)
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. Classroom Hours (2.00), Lab/Shop Hours (6.00).

ELC-119 NEC Calculations (2.00 cr.)
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service. Classroom Hours (1.00), Lab/Shop Hours (2.00).

ELC-126 Electrical Computations (3.00 cr.)
This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems. Classroom Hours (2.00), Lab/Shop Hours (2.00).

ELC-128 Intro to PLC (3.00 cr.)
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

ELC-229 Applications Project (2.00 cr.)
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project. Classroom Hours (1.00), Lab/Shop Hours (3.00).

ELN-132 Analog Electronics II (4.00 cr.)
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment. Classroom Hours (3.00), Lab/Shop Hours (3.00).

ELN-133 Digital Electronics (4.00 cr.)
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. Classroom Hours (3.00), Lab/Shop Hours (3.00).

Curriculum Programs of Study

ELN-137 Electr Devices & Circuits (5.00 cr.)
This course covers diodes, transistors, linear integrated circuits, and IC voltage regulators. Topics include power supplies, switching circuits, amplifiers, oscillators, active filters, and other related topics. Upon completion, students should be able to analyze and troubleshoot circuits using schematic diagrams, appropriate test equipment, and manufacturer's data sheets. Classroom Hours (4.00), Lab/Shop Hours (3.00).

ELN-229 Industrial Electronics (4.00 cr.)
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit. Classroom Hours (3.00), Lab/Shop Hours (3.00).

ELN-260 Prog Logic Controllers (4.00 cr.)
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions. Classroom Hours (3.00), Lab/Shop Hours (3.00).

ENG-101 Applied Communications I (3.00 cr.)
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. Classroom Hours (3.00).

ENG-111 Writing and Inquiry (3.00 cr.)
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).
Requisite courses:
Take One Set: Set 1: ENG-090 and RED-090* Set 2: ENG-095* Set 3: DRE-098
*These are archived courses which are no longer available for enrollment. They will be removed in Summer 2015. (Required, Previous).

Curriculum Programs of Study

ENG-112 Writing/Research in the Disc (3.00 cr.)
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous).

ENG-114 Prof Research & Reporting (3.00 cr.)
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous).

ENG-131 Introduction to Literature (3.00 cr.)
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses:
Take ENG-111 (Required, Previous).
Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous or concurrent).

ENG-231 American Literature I (3.00 cr.)
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take One: ENG-112, ENG 113, or ENG 114 (Required, Previous).

Curriculum Programs of Study

ENG-232 American Literature II (3.00 cr.)
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-241 British Literature I (3.00 cr.)
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-242 British Literature II (3.00 cr.)
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

ENG-261 World Literature I (3.00 cr.)
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

Curriculum Programs of Study

ENG-262 World Literature II (3.00 cr.)
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take One: ENG-112, ENG-113, or ENG-114 (Required, Previous).

FOR-121 Dendrology (4.00 cr.)
This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses. Classroom Hours (2.00), Lab/Shop Hours (6.00).

FOR-123 Forest Botany (3.00 cr.)
This course introduces the structures and processes of forest plants. Emphasis is placed on dissection and direct examination of roots, shoots, and leaves. Upon completion, students should be able to identify plant parts and understand their functions. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-131 Forest Measurements (3.00 cr.)
This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-171 Intro to Forest Resources (3.00 cr.)
This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind. Classroom Hours (3.00).

FOR-172 Intro to Timber Harvest (3.00 cr.)
This course introduces the history, economic impact, and trends in the timber harvesting industry. Emphasis is placed on safety and environmental orientation, the process of logging and physical conditioning. Upon completion, students should be able to explain the economic and environmental impact, and physical demands of the logging industry. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-173 Soils & Hydrology (3.00 cr.)
This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality. Classroom Hours (2.00), Lab/Shop Hours (3.00).

Curriculum Programs of Study

FOR-175 Wildlife/Environ Studies (3.00 cr.)
This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-212 Forest Surv & Aerial Interpr (3.00 cr.)
This course covers the basic concepts of plane surveying and aerial photo interpretation. Emphasis is placed on boundary location and acreage determination both on the ground and through aerial photographs. Upon completion, students should be able to confidently use basic surveying equipment and aerial photographs for forest land measurements. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-215 Intro to GIS/GPS (3.00 cr.)
This course introduces geographic information systems and global positioning devices. Emphasis is placed on the use of existing hardware and software to create and update computer generated maps. Upon completion, students should be able to understand the uses and limitations of GIS and GPS devices in forestry applications. Classroom Hours (1.00), Lab/Shop Hours (4.00).

FOR-225 Silvics & Silviculture (4.00 cr.)
This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques. Classroom Hours (3.00), Lab/Shop Hours (3.00).

FOR-232 Forest Mensuration (4.00 cr.)
This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands. Classroom Hours (2.00), Lab/Shop Hours (6.00).
Requisite courses: Take FOR-131 (Required, Previous).

FOR-240 Forest Protection (3.00 cr.)
This course covers the forces that affect the health and vigor of the nation's forests. Emphasis is placed on wildfire management, prescribed burning, entomology, pathology, and forest health. Upon completion, students should be able to identify the major pests which affect the forest and understand and recommend control methods. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-245 Forest Pesticides (3.00 cr.)
This course provides a basic understanding of the importance of forest pesticides. Topics include prescriptions, methods, regulations, laws, and safety. Upon completion, students should be able to safely plan, implement, and execute a pesticide action plan in a forest environment. Classroom Hours (2.00), Lab/Shop Hours (3.00).

Curriculum Programs of Study

FOR-271 Forest Management (3.00 cr.)
This course is designed as a capstone course for forest management majors to apply skills previously learned. Emphasis is placed on recommendations forest managers make to provide services on forest lands to meet the owners' objectives. Upon completion, students should be able to develop forest management plans for various forest ownerships. Classroom Hours (2.00), Lab/Shop Hours (3.00).
Requisite courses: Take All: FOR-225 and FOR-232 (Required, Previous).

FOR-282 Forest Recreation (3.00 cr.)
This course covers the principles and problems involved in the utilization of our natural resources for recreational purposes. Topics include planning, development, and maintenance of trails, campgrounds, waterways, and wilderness areas. Upon completion, students should be able to understand the challenges and demands on our natural resources for recreational purposes. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FOR-285 Logging & Marketing (3.00 cr.)
This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation. Classroom Hours (2.00), Lab/Shop Hours (3.00).

FST-100 Intro to Foodservice (3.00 cr.)
This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements. Classroom Hours (3.00).

FST-101 Quantity Baking I (3.00 cr.)
This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products. Classroom Hours (1.00), Lab/Shop Hours (4.00).
Requisite courses: Take One: FST-103 or CUL-110 (Required, Previous or concurrent).

FST-102 Foodservice Skills I (8.00 cr.)
This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations. Classroom Hours (4.00), Lab/Shop Hours (8.00).
Requisite courses: Take One: FST-103 or CUL-110 (Required, Previous or concurrent).

Curriculum Programs of Study

FST-103 Foodservice Sanitation (2.00 cr.)
This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry. Classroom Hours (2.00).

FWL-212 Wildlife Policy & Law (2.00 cr.)
This course covers natural resource policies and laws developed by various governmental agencies. Topics include current political issues involved in resource management and the principles, techniques, and jurisdictional boundaries in the field of wildlife law enforcement. Upon completion, students should be able to identify, describe, and assess the influences of policies and laws on natural resource management. Classroom Hours (2.00).

FWL-214 Hunter Safety (1.00 cr.)
This course provides instruction in proper and safe hunting practices. Topics include hunting ethics and laws, identification of game species, and safe handling of firearms. Upon completion, students should be able to demonstrate competence in firearms handling in hunting situations. Classroom Hours (1.00).

FWL-254 Habitat Manipulation (3.00 cr.)
This course is a study and application of management practices beneficial to wildlife. Emphasis is placed on methods for increasing food production, developing water sources, increasing cover requirements, and improving wetlands. Upon completion, students should be able to demonstrate an understanding of techniques and methods to manipulate wildlife habitats. Classroom Hours (2.00), Lab/Shop Hours (3.00).

GEO-111 World Regional Geography (3.00 cr.)
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

GEO-130 General Physical Geography (3.00 cr.)
This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Curriculum Programs of Study

GIS-111 Introduction to GIS (3.00 cr.)
This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. Classroom Hours (2.00), Lab/Shop Hours (2.00).

GIS-121 Georeferencing & Mapping (3.00 cr.)
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form. Classroom Hours (2.00), Lab/Shop Hours (2.00).

GIS-215 GIS Data Models (3.00 cr.)
This course covers interpreting and understanding of a variety data formats available in GIS. Topics include the similarities and differences between data models as well as how data is treated differently within each format, to include the conversion of data between different environments. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GIS data storage and interoperability. Classroom Hours (2.00), Lab/Shop Hours (2.00).

GSM-111 Gunsmithing I (6.00 cr.)
This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis is placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-120 Gunsmithing Tools (6.00 cr.)
This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-123 Basic Stockmaking (6.00 cr.)
This course introduces the design, layout, and proper wood selection for stocks. Topics include building stocks by hand, one-butt stocks, and fore-ends for a two-piece shotgun. Upon completion, students should be able to choose a suitable piece of wood, lay out a stock, and produce a butt stock and fore-end for a firearm. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-125 Barrel Fitting/Alteration (6.00 cr.)
This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom-barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes. Classroom Hours (3.00), Lab/Shop Hours (9.00).

Curriculum Programs of Study

GSM-127 General Repair (6.00 cr.)
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills. Classroom Hours (3.00), Lab/Shop Hours (9.00).

GSM-223 Rifle Stockmaking (6.00 cr.)
This course introduces inletting, shaping, and finishing of custom rifle stocks. Emphasis is placed on the design and completion of a custom rifle stock using hand and machine tools. Upon completion, students should be able to lay out a rifle stock, inlet the barrel action, and shape and finish a custom rifle stock. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-225 Gunmetal Refinishing (6.00 cr.)
This course introduces gun metal finishes. Topics include metal polishing and the finishing of steel, aluminum, and castings using hand tools and buffing equipment. Upon completion, students should be able to caustic blue, rust blue, anodize, parkerize, and color-case harden gunmetal. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-227 Adv Repair Technology (6.00 cr.)
This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-230 Handgun Technology (5.00 cr.)
This course covers the design, function, and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns. Classroom Hours (2.00), Lab/Shop Hours (9.00).

GSM-235 Current Gunsmithing Tech (6.00 cr.)
This course introduces current materials and gunsmithing techniques. Emphasis is placed on material characteristics, applications, and tooling requirements. Upon completion, students should be able to demonstrate competence in current gunsmithing techniques such as composite stockmaking and synthetic bedding. Classroom Hours (2.00), Lab/Shop Hours (12.00).

GSM-240 Modern Sporting Firearms (6.00 cr.)
This course covers current custom gunsmithing applications as related to modern sporting firearms. Emphasis is placed on gunsmithing procedures that are commonly performed on modern sporting firearms. Upon completion, students should be able to perform a range of customization and alteration tasks that relate to modern firearms used in sporting and competition events. Classroom Hours (2.00), Lab/Shop Hours (12.00).

Curriculum Programs of Study

HEA-110 Personal Health/Wellness (3.00 cr.)
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

HIS-111 World Civilizations I (3.00 cr.)
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-112 World Civilizations II (3.00 cr.)
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-121 Western Civilization I (3.00 cr.)
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-122 Western Civilization II (3.00 cr.)
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Curriculum Programs of Study

HIS-131 American History I (3.00 cr.)
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-132 American History II (3.00 cr.)
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

HIS-163 The World Since 1945 (3.00 cr.)
This course surveys world developments since the end of World War II. Topics include the Cold War, nationalism, colonialism, the Third World, the arms race, and global capitalism and regionalism. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the world since 1945. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

HIS-231 Recent American History (3.00 cr.)
This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

HIS-236 North Carolina History (3.00 cr.)
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

Curriculum Programs of Study

HSE-110 Intro to Human Services (3.00 cr.)
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HSE-112 Group Process I (2.00 cr.)
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. Classroom Hours (1.00), Lab/Shop Hours (2.00).

HSE-123 Interviewing Techniques (3.00 cr.)
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HSE-125 Counseling (3.00 cr.)
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. Classroom Hours (2.00), Lab/Shop Hours (2.00).

HSE-160 HSE Clinical Supervis I (1.00 cr.)
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences. Classroom Hours (1.00).
Requisite courses:
Take One: HSE-161, HSE-162, HSE-163, or HSE-164 (Required, Previous or concurrent).

HSE-164 HSE Clinical Exp I (4.00 cr.)
This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes. Clinical Hours (12.00).
Requisite courses: Take HSE-160 (Required, Previous or concurrent).

Curriculum Programs of Study

HSE-210 Human Services Issues (2.00 cr.)
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. Classroom Hours (2.00).

HSE-220 Case Management (3.00 cr.)
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take HSE-110 (Required, Previous).
Take ENG-111(S13673). (Required, Previous).

HSE-225 Crisis Intervention (3.00 cr.)
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. Classroom Hours (3.00).

HSE-227 Children & Adol in Crisis (3.00 cr.)
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents. Classroom Hours (3.00).

HSE-260 HSE Clinical Supervis II (1.00 cr.)
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences. Classroom Hours (1.00).
Requisite courses:
Take One: HSE-261, HSE-262, HSE-263, or HSE-264 (Required, Previous or concurrent).

HSE-264 HSE Clinical Exp II (4.00 cr.)
This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes. Clinical Hours (12.00).
Requisite courses: Take HSE-260 (Required, Previous or concurrent).

Curriculum Programs of Study

HUM-110 Technology and Society (3.00 cr.)
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

HUM-115 Critical Thinking (3.00 cr.)
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses:
Take One Set:
Set 1: DRE-098 Set 2: ENG-090 and RED-090* Set 3: ENG-095*
*These are archived courses which are no longer available for enrollment. They will be removed in Summer 2015. (Required, Previous).

HUM-120 Cultural Studies (3.00 cr.)
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

HUM-150 American Womens Studies (3.00 cr.)
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

HUM-160 Introduction to Film (3.00 cr.)
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Curriculum Programs of Study

ISC-110 Workplace Safety (1.00 cr.)
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace. Classroom Hours (1.00).

MAT-110 Math Measurement & Literacy (3.00 cr.)
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. . Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: Take DMA-010 DMA-020 DMA-030 Set 2: Take MAT-060 MAT-070 Set 3: Take MAT-060 MAT-080 Set 4: Take
MAT-060 MAT-090 Set 5: Take MAT-095 (Required, Previous).

MAT-121 Algebra/Trigonometry I (3.00 cr.)
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050 Set 2: MAT-060* and MAT-070 Set 3: MAT-060* and MAT-080
Set 4: MAT-060* and MAT-090 Set 5: MAT-095 (Required, Previous).

Curriculum Programs of Study

MAT-143 Quantitative Literacy (3.00 cr.)
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take All One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098 Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and ENG-095* Set 3: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and ENG-090* and RED-090*
*These are archived courses which are no longer available for enrollment. They will be removed in Summer 2015. (Required, Previous).

MAT-152 Statistical Methods I (4.00 cr.)
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses:
Take All: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098 (Required, Previous).

MAT-171 Precalculus Algebra (4.00 cr.)
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065 Set 3: MAT-121 (Required, Previous).

Curriculum Programs of Study

MAT-172 Precalculus Trigonometry (4.00 cr.)
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take MAT-171 (Required, Previous).

MAT-263 Brief Calculus (4.00 cr.)
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take MAT-171 (Required, Previous).

MAT-271 Calculus I (4.00 cr.)
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take: MAT-172 (Required, Previous).

MAT-272 Calculus II (4.00 cr.)
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Classroom Hours (3.00), Lab/Shop Hours (2.00).
Requisite courses: Take MAT-271 (Required, Previous).

Curriculum Programs of Study

MED-110 Orientation to Med Assist (1.00 cr.)
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. Classroom Hours (1.00).

MED-118 Medical Law and Ethics (2.00 cr.)
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. Classroom Hours (2.00).

MED-121 Medical Terminology I (3.00 cr.)
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. Classroom Hours (3.00).

MED-122 Medical Terminology II (3.00 cr.)
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. Classroom Hours (3.00).
Requisite courses: Take MED-121 (Required, Previous).

MED-130 Admin Office Proc I (2.00 cr.)
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MED-131 Admin Office Proc II (2.00 cr.)
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. Classroom Hours (1.00), Lab/Shop Hours (2.00).

Curriculum Programs of Study

MED-140 Exam Room Procedures I (5.00 cr.)
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. Classroom Hours (3.00), Lab/Shop Hours (4.00).

MED-150 Laboratory Procedures I (5.00 cr.)
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. Classroom Hours (3.00), Lab/Shop Hours (4.00).

MED-182 CPR First Aid & Emergency (2.00 cr.)
This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MED-232 Medical Insurance Coding (2.00 cr.)
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement. Classroom Hours (1.00), Lab/Shop Hours (3.00).

MED-260 MED Clinical Practicum (5.00 cr.)
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Clinical Hours (15.00).

MED-262 Clinical Perspectives (1.00 cr.)
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. Classroom Hours (1.00).

MED-264 Med Assisting Overview (2.00 cr.)
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. Classroom Hours (2.00).

Curriculum Programs of Study

MED-270 Symptomatology (3.00 cr.)
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions. Classroom Hours (2.00), Lab/Shop Hours (2.00).

MED-272 Drug Therapy (3.00 cr.)
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. Classroom Hours (3.00).

MED-274 Diet Therapy/Nutrition (3.00 cr.)
This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education. Classroom Hours (3.00).

MED-276 Patient Education (2.00 cr.)
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies. Classroom Hours (1.00), Lab/Shop Hours (2.00).

MEG-110 Tools, Term, & Procedures (4.00 cr.)
This course covers tools, equipment, terminology, and materials used for metal engraving. Topics include basic tool geometry, basic tool design and construction, basic engraving cuts, and the care and maintenance of tools and equipment. Upon completion, students should be able to design and construct basic engraving tools and make basic engraving cuts in metals. Classroom Hours (2.00), Lab/Shop Hours (6.00).

MEG-111 Scroll Cutting & Design (5.00 cr.)
This course introduces the techniques of drawing and engraving basic bias scroll designs. Topics include elements of scroll design, drawing techniques, and basic scroll engraving skills. Upon completion, students should be able to engrave a product suitable for the metal engraving marketplace. Classroom Hours (2.00), Lab/Shop Hours (9.00).

Curriculum Programs of Study

MEG-114 Bolino (4.00 cr.)
This course introduces the bolino method of push engraving in ferrous and non-ferrous metals. Emphasis is placed on making basic tools, lettering, fine-line engraving, printing plates, various scrolls, and the use of microscopes. Upon completion, students should be able to apply a variety of bolino engravings to ferrous and non-ferrous metals. Classroom Hours (2.00), Lab/Shop Hours (6.00).

MEG-115 Lettering & Calligraphy (3.00 cr.)
This course covers the anatomy, layouts, and cutting of the four basic letter types. Emphasis is placed on lettering anatomy, balanced lettering layout, hammer chisel methods, and the use of a paragraph. Upon completion, students should be able to form a responsive layout using a combination of letter styles. Classroom Hours (2.00), Lab/Shop Hours (3.00).

MEG-116 Flush & Raised Inlay (2.00 cr.)
This course introduces different applications of inlay techniques. Topics include flush inlay, overlay inlay, sculptured inlay, wire inlay, die sculpture, oak leaves, and gravermax engraving. Upon completion, students should be able to apply a variety of inlay techniques to a metal object. Classroom Hours (1.00), Lab/Shop Hours (3.00).

MEG-117 Engraving Applications (4.00 cr.)
This course is designed to simulate real-life marketplace experiences for the metal engraver. Emphasis is placed on the independent applications of production and custom engravings according to simulated work orders. Upon completion, students should be able to apply engraving skills and knowledge competently in the marketplace. Classroom Hours (2.00), Lab/Shop Hours (6.00).
Requisite courses: Take MEG-111 (Required, Previous).

MKT-120 Principles of Marketing (3.00 cr.)
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. Classroom Hours (3.00).

MKT-125 Buying and Merchandising (3.00 cr.)
This course includes an analysis of the organization for buying-what, when and how to buy-and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. Classroom Hours (3.00).

MKT-220 Advertising and Sales Promotio (3.00 cr.)
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. Classroom Hours (3.00).

Curriculum Programs of Study

MKT-223 Customer Service (3.00 cr.)
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. Classroom Hours (3.00).

MUS-110 Music Appreciation (3.00 cr.)
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

NET-110 Networking Concepts (3.00 cr.)
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. Classroom Hours (2.00), Lab/Shop Hours (2.00).

NET-125 Networking Basics (3.00 cr.)
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. Classroom Hours (1.00), Lab/Shop Hours (4.00).

NOS-110 Operating Systems Concepts (3.00 cr.)
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. Classroom Hours (2.00), Lab/Shop Hours (3.00).

NOS-130 Windows Single User (3.00 cr.)
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take One: CET-211, CTI-130, or NOS-110 (Required, Previous).

Curriculum Programs of Study

NOS-230 Windows Admin I (3.00 cr.)
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/ Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take NOS-130 (Required, Previous).

NUR-101 Practical Nursing I (11.00 cr.)
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. Classroom Hours (7.00), Lab/Shop Hours (6.00), Clinical Hours (6.00).

NUR-102 Practical Nursing II (10.00 cr.)
This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. Classroom Hours (7.00), Clinical Hours (9.00).
Requisite courses: Take NUR-101 (Required, Previous).

NUR-103 Practical Nursing III (10.00 cr.)
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Classroom Hours (6.00), Clinical Hours (12.00).

OST-122 Office Computations (2.00 cr.)
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business. Classroom Hours (1.00), Lab/Shop Hours (2.00).

OST-130 Comprehensive Keyboarding (3.00 cr.)
This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Curriculum Programs of Study

OST-131 Keyboarding (2.00 cr.)
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Classroom Hours (1.00), Lab/Shop Hours (2.00).

OST-134 Text Entry & Formatting (3.00 cr.)
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: OST-130 or OST-131 (Required, Previous).

OST-136 Word Processing (3.00 cr.)
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).

OST-155 Legal Terminology (3.00 cr.)
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms. Classroom Hours (3.00).

OST-156 Legal Office Procedures (3.00 cr.)
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take OST-134 (Required, Previous).

OST-164 Text Editing Applications (3.00 cr.)
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. Classroom Hours (3.00).

OST-184 Records Management (3.00 cr.)
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Curriculum Programs of Study

OST-223 Admin Office Transcript I (3.00 cr.)
This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: OST-134 and OST-164 Set 2: OST-136 and OST-164 (Required, Previous).

OST-236 Adv Word/Information Proc (3.00 cr.)
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses: Take OST-136 (Required, Previous).

OST-251 Legal Doc. Formatting (3.00 cr.)
This document is designed to provide experience in the preparation of various types of legal forms and documents. Emphasis is placed on formatting and keying legal forms, documents, and correspondence. Upon completion, students should be able to produce these documents with accuracy and speed. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: OST-134 and OST-155 Set 2: OST-136 and OST-155 (Required, Previous).

OST-252 Legal Transcription I (3.00 cr.)
This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: OST-155 and OST-134 Set 2: OST-155 and OST-136 (Required, Previous).

OST-286 Professional Development (3.00 cr.)
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. Classroom Hours (3.00).

OST-289 Administrative Office Mgt (3.00 cr.)
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment. Classroom Hours (2.00), Lab/Shop Hours (2.00).
Requisite courses:
Take One Set: Set 1: OST-134 and OST-164 Set 2: OST-136 and OST-164 (Required, Previous).

Curriculum Programs of Study

PCC-110 Intro to Pottery (8.00 cr.)
This course introduces pottery making for potters, including clay preparation, wheel throwing and trimming, surface decoration, and glazing and firing techniques. Topics include clay bodies and the mixing process, potter's wheel basics, glazing, kiln loading and firing, and safety issues. Upon completion, students should be able to prepare clay; center and throw basic forms; trim, mix, and apply basic glazes; and load and fire bisque kilns. Classroom Hours (3.00), Lab/Shop Hours (15.00).

PCC-111 Functional Pottery I (8.00 cr.)
This course covers the important elements of designing and producing utilitarian pottery, including wall thickness, balance and proportion, surface decoration, and glazing and firing techniques. Topics include bowls, mugs, plates, casseroles, stemware, and bottles, with emphasis on safe glazing and supervised firing. Upon completion, students should be able to produce a variety of functional pots, apply a glaze, and load and assist firing a kiln. Classroom Hours (3.00), Lab/Shop Hours (15.00).

PCC-114 Raku (2.00 cr.)
This course introduces clay bodies, glazes, kilns, and firing techniques necessary for making and safely firing raku pottery. Topics include clay properties, glaze types, kiln design, firing techniques, and historical information and safety related to the raku process. Upon completion, students should be able to make, glaze, and fire a variety of raku projects. Classroom Hours (1.00), Lab/Shop Hours (3.00).

PCC-115 Advanced Raku (2.00 cr.)
This course is a continuation of PCC 114 with emphasis on finished pots exhibiting greater control, surface decoration, and finishing techniques. Topics include glaze application techniques, surface decoration techniques, post-firing techniques, and safety equipment and practices. Upon completion, students should be able to produce a body of raku projects integrating technique, form, and design. Classroom Hours (1.00), Lab/Shop Hours (3.00).
Requisite courses: Take PCC-114 (Required, Previous).

PCC-118 Clay: Special Study (2.00 cr.)
This course provides a format in which to explore personal interests in clay with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay works as specified in student-instructor-designed contractual agreements. Lab/Shop Hours (4.00).

PCC-119 Clay Design: Spec Study (2.00 cr.)
This course provides a format in which to explore personal interests in clay design with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay design projects as specified in student-instructor-designed contractual agreements. Lab/Shop Hours (4.00).

Curriculum Programs of Study

PCC-130 Pottery Production (5.00 cr.)
This course covers the production of similar functional forms that have a harmony of form, function, and design. Emphasis is placed on producing similar pottery forms, such as mugs, pitchers, plates, lidded containers, bottles, stemware, and teapots. Upon completion, students should be able to produce on the wheel multiples of the same form that are similar in size, shape, and properties. Classroom Hours (2.00), Lab/Shop Hours (9.00).

PCC-132 Glaze Formulation (2.00 cr.)
This course provides an in-depth study of glazes used on pottery. Emphasis is placed on performing glaze tests, analyzing glazes, mixing a variety of glazes, and correcting glaze faults. Upon completion, students should be able to demonstrate an understanding of glaze chemical qualities and formulate new glazes. Classroom Hours (1.00), Lab/Shop Hours (3.00).

PCC-210 Functional Pottery II (8.00 cr.)
This course expands previous wheel throwing skills and involves larger, more complicated forms, production skills, slip and glaze theory, kiln theory, and glaze firing. Topics include centering and throwing larger amounts of clay, production techniques, record keeping, studio layout, kiln design, and fuel systems. Upon completion, students should be able to produce pots with competent handles, proper lids, and matching multiple forms and identify kiln properties and burner types. Classroom Hours (3.00), Lab/Shop Hours (15.00).

PCC-211 Decorative Pottery (8.00 cr.)
This course continues previous functional skill development, including limited production and one-of-a-kind pieces with emphasis on forming techniques. Topics include multiple cylinder forms, thrown additions, production skills, glaze testing, surface decoration, and firing techniques. Upon completion, students should be able to produce entry-level professional work for show and sale using a variety of forming and finishing techniques. Classroom Hours (3.00), Lab/Shop Hours (15.00).

PCI-264 Process Control with PLCs (4.00 cr.)
This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices. Classroom Hours (3.00), Lab/Shop Hours (3.00).

PED-110 Fit and Well for Life (2.00 cr.)
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (1.00), Lab/Shop Hours (2.00).

Curriculum Programs of Study

PED-111 Physical Fitness I (1.00 cr.)
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00).

PED-113 Aerobics I (1.00 cr.)
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00).

PED-117 Weight Training I (1.00 cr.)
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00).

PED-118 Weight Training II (1.00 cr.)
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00).
Requisite courses: Take PED-117 (Required, Previous).

PED-121 Walk, Jog, Run (1.00 cr.)
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (3.00).

PED-122 Yoga I (1.00 cr.)
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Curriculum Programs of Study

PED-123 Yoga II (1.00 cr.)
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).
Requisite courses: Take PED-122 (Required, Previous).

PED-125 Self-Defense: Beginning (1.00 cr.)
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-128 Golf-Beginning (1.00 cr.)
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-130 Tennis-Beginning (1.00 cr.)
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-143 Volleyball-Beginning (1.00 cr.)
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-145 Basketball-Beginning (1.00 cr.)
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Curriculum Programs of Study

PED-147 Soccer (1.00 cr.)
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-171 Nature Hiking (1.00 cr.)
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-184 Square Dancing I (1.00 cr.)
This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-186 Dancing for Fitness (1.00 cr.)
This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-187 Social Dance-Beginning (1.00 cr.)
This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

PED-189 Clogging (1.00 cr.)
This course introduces the fundamentals of clogging. Emphasis is placed on basic dance steps, turns, formations, and figures in American and English country dancing. Upon completion, students should be able to participate in the life-long recreational activity of clogging. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Lab/Shop Hours (2.00).

Curriculum Programs of Study

PHI-210 History of Philosophy (3.00 cr.)
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous).

PHI-215 Philosophical Issues (3.00 cr.)
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous).

PHI-240 Introduction to Ethics (3.00 cr.)
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).
Requisite courses: Take ENG-111 (Required, Previous).

PMT-110 Intro to Project Mgmt (3.00 cr.)
This course introduces project management fundamentals and principles for organizing, planning, implementing, and controlling nonroutine activities to achieve schedule, budget and performance objectives. Topics include project life cycles; work breakdown structures; responsibility matrixes; as well as planning and control methods such as PERT/CPM and Gantt charts. Upon completion, students should be able to demonstrate knowledge, strategies, and techniques needed to create and execute plans for project development and management. Classroom Hours (3.00).

PMT-111 Proj Mgmt Assessing Risk (3.00 cr.)
This course provides various ways to identify, analyze, and mitigate the full range of project risks. Topics include risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, as well as risk monitoring and control. Upon completion, students should be able to demonstrate knowledge of risk management processes and application of risk management techniques to case study problems. Classroom Hours (3.00).

Curriculum Programs of Study

PMT-210 Proj Mgmt Issues (3.00 cr.)
This course is designed to explore various development and management techniques and tools of integrated project schedules and plans. Emphasis is placed on project control methods from a scheduling perspective, including critical path networking, float analysis, and schedule performance predictability and accomplishment. Upon completion, students should have a clear understanding of accepted techniques for schedule development and management. Classroom Hours (2.00), Lab/Shop Hours (2.00).

POL-120 American Government (3.00 cr.)
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

POL-130 State & Local Government (3.00 cr.)
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

PSY-150 General Psychology (3.00 cr.)
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

PSY-237 Social Psychology (3.00 cr.)
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

Curriculum Programs of Study

PSY-241 Developmental Psych (3.00 cr.)
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

PSY-255 Intro to Exceptionality (3.00 cr.)
This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person. Classroom Hours (3.00).
Requisite courses: Take PSY-150 (Required, Previous).

PSY-265 Behavioral Modification (3.00 cr.)
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others. Classroom Hours (3.00).
Requisite courses: Take PSY-150 (Required, Previous).

PSY-281 Abnormal Psychology (3.00 cr.)
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).
Requisite courses: Take PSY-150 (Required, Previous).

REC-115 Intro to Outdoor Rec (2.00 cr.)
This course introduces the history of natural resource agencies in the United States. Emphasis is placed on principles and problems involved in the use of our natural resources for recreational purposes and the role of outdoor recreation in local, state, and federal agencies. Upon completion, students should be able to summarize the historic development of natural resource agencies. Classroom Hours (2.00).

Curriculum Programs of Study

REC-126 Outdoor Recreation (2.00 cr.)
This course introduces outdoor recreation and its relationship to our natural surroundings. Emphasis is placed on conservation, wildlife, nature, community resources, and federal and state regulatory agencies. Upon completion, students should be able to plan, organize, and conduct activities in an outdoor natural environment. Classroom Hours (1.00), Lab/Shop Hours (2.00).

REC-222 Commercial Rec & Tourism (3.00 cr.)
This course covers job opportunities in the tourism industry. Emphasis is placed on the economic impact of tourism in communities and the job opportunities available through commercial activities. Upon completion, students should be able to describe the economic impact and commercial recreation endeavors within the state. Classroom Hours (3.00).

REL-110 World Religions (3.00 cr.)
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-111 Eastern Religions (3.00 cr.)
This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-112 Western Religions (3.00 cr.)
This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-211 Intro to Old Testament (3.00 cr.)
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

Curriculum Programs of Study

REL-212 Intro to New Testament (3.00 cr.)
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

REL-221 Religion in America (3.00 cr.)
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

SAB-110 Substance Abuse Overview (3.00 cr.)
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. Classroom Hours (3.00).

SAB-137 Co-Dependency (3.00 cr.)
This course introduces the adult child concept and co-dependency as syndromes of the addictive process. Emphasis is placed on treatment and recovery within the context of a paradigm shift which allows the individual to choose a healthy model of life. Upon completion, students should be able to assess levels of co-dependency and associated levels of physical and mental health and develop strategies to enhance health. Classroom Hours (3.00).

SAB-210 Sub Abuse Counseling (3.00 cr.)
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change. Classroom Hours (2.00), Lab/Shop Hours (2.00).

SEC-110 Security Concepts (3.00 cr.)
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. Classroom Hours (2.00), Lab/Shop Hours (2.00).

Curriculum Programs of Study

SOC-210 Introduction to Sociology (3.00 cr.)
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SOC-213 Sociology of the Family (3.00 cr.)
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SOC-232 Social Context of Aging (3.00 cr.)
This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Classroom Hours (3.00).

SOC-240 Social Psychology (3.00 cr.)
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. Classroom Hours (3.00).

SPA-111 Elementary Spanish I (3.00 cr.)
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

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SPA-112 Elementary Spanish II (3.00 cr.)
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Classroom Hours (3.00).

SPA-120 Spanish for the Workplace (3.00 cr.)
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. Classroom Hours (3.00).

SPA-131 Span for Health Providers (1.00 cr.)
This course offers applied Spanish communication skills for healthcare professionals. Emphasis is placed on basic medical terminology and vocabulary essential for communication in healthcare settings. Upon completion, students should be able to communicate at a functional level with native Spanish speakers. Classroom Hours (1.00).

SSM-110 Intro to Shooting Sports (4.00 cr.)
This course covers the theories and fundamentals of shooting sports. Topics include shotgun shooting sports, rifle shooting sports, and handgun shooting sports. Upon completion, students should be able to identify, explain and demonstrate the rules, regulations and equipment used in various shooting sports currently in the United States. Classroom Hours (3.00), Lab/Shop Hours (3.00).

SSM-111 Gun Shop Management (3.00 cr.)
This course introduces managing a gun shop. Topics include handling firearms safely, federal and state firearms laws, purchasing new and used firearms, purchasing related firearms equipment, supplies and firearms security. Upon completion, students should be able to safely and legally start working a firearms counter. Classroom Hours (3.00).

SSM-112 Sports Hunting (3.00 cr.)
This course covers the theories and fundamentals of hunting in the world today. Topics include hunting in the United States, as well as the popular hunting spots around the world. Upon completion, students should be able to identify, explain and demonstrate the firearms and related equipment needed to hunt locally, nationally and in today's world. Classroom Hours (3.00).

SSM-114 Shooting Sports Mgmt (3.00 cr.)
This course introduces shooting and hunting sports management techniques. Topics include firearms safety, metal finishes, checkering, wood finishing, stock fit, shotgun chokes, basic firearms design, and custom firearms. Upon completion, students should be able to discuss sports management needs with customers and receive firearms for Gunsmithing work. Classroom Hours (3.00), Lab/Shop Hours (6.00).

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TXY-101 Fish Taxidermy (12.00 cr.)
This course covers mounting and painting fish, including skin mounts, reproductions, fish identifications, coloration, and habitat construction. Emphasis is placed on methods of measuring, skinning, preserving and restoring color to skin-mounted fish, and the preparation and painting of reproduction fish. Upon completion, students should be able to successfully complete all steps necessary to mount and paint skin-mounted specimens and prepare and paint reproduction fish. Classroom Hours (6.00), Lab/Shop Hours (18.00).

TXY-103 Mammal Taxidermy (12.00 cr.)
This course covers mounting game heads and life-size mammals with shop experience in mounting selected species and the construction of habitats. Emphasis is placed on proper measuring techniques, skinning, form selection, and mounting procedures. Upon completion, students should be able to skin, preserve, and mount mammals to achieve a life-like appearance, including proper color restoration. Classroom Hours (6.00), Lab/Shop Hours (18.00).

TXY-105 Bird Taxidermy (6.00 cr.)
This course covers bird taxidermy, including the application of commercial forms, artificial heads, and wrapped bodies. Emphasis is placed on federal laws governing migratory birds and techniques used to skin, degrease, preserve, and mount specimens. Upon completion, students should be able to skin, degrease, preserve, and mount birds to achieve a life-like appearance, including proper color restoration. Classroom Hours (3.00), Lab/Shop Hours (9.00).

WBL-111 Work-Based Learning I (1.00 cr.)
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Work Experience (10.00).

WBL-115 Work-Based Learning Seminar I (1.00 cr.)
This course description may be written by the individual colleges. Classroom Hours (1.00).
Requisite courses:
Take One: WBL-111, WBL-112, WBL-113 or WBL-114 (Required, Previous or concurrent).

WBL-121 Work-Based Learning II (1.00 cr.)
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Work Experience (10.00).

WBL-125 Work-Based Learning Seminar II (1.00 cr.)
This course description may be written by the individual colleges. Classroom Hours (1.00).
Requisite courses:
Take One: WBL-121, WBL-122, WBL-123 or WBL-124 (Required, Previous or concurrent).

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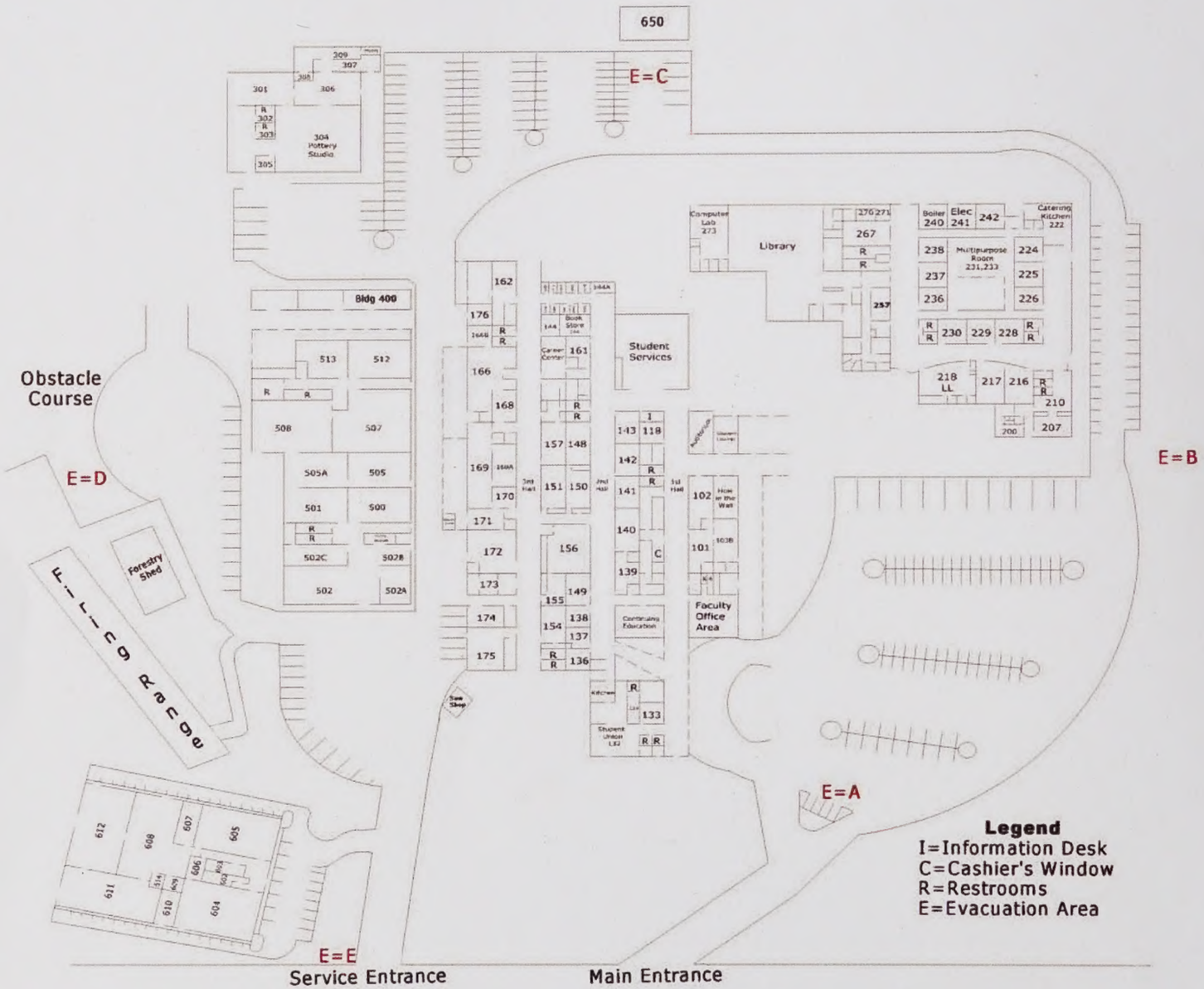
NOTICE OF COLLEGE REGULATIONS

All regulations found in this catalog, the student handbook, or announcements posted on bulletin boards will be followed by all students. Each student is responsible for reading these publications and official announcements.

2015-2016 Catalog
Published by Montgomery Community College
1011 Page Street • Troy, NC 27371 • Phone 910.576.6222 • Fax 910.576.2176
August 2015

MONTGOMERY COMMUNITY COLLEGE
CAMPUS MAP



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